

PRIVACY MANUAL

Documentation drawn up in compliance with the provisions of GDPR 2016/679 "General Data Protection Regulation" and by current national legislation

IMPERTEK SRL

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SUBJECT: Information pursuant to and for the purposes of articles 13 and 14 of the GDPR 2016/679 and the current national legislation on the protection of the processing of personal data.

With this policy, IMPERTEK SRL provides the data subject with the information referred to in the articles. 13 and 14 of the GDPR 2016/679 regarding the processing of personal data concerning them.

Data Controller.

The Data Controller is IMPERTEK SRL, with registered office in Via Po, 507 - 30022 Ceggia (VE).

Purpose and legal basis of processing.

Personal data is collected and processed to carry out the following:

1. the fulfilment of all operations imposed by regulatory obligations, fiscal and tax provisions and the anti-money laundering provisions (processing necessary to fulfil a legal obligation to which the Data Controller is subject pursuant to art. 6 par. 1 letter c) GDPR 2016/679);
2. the establishment and performance of ongoing contractual relationships, as well as any pre- and post-sales assistance activities (processing necessary for the performance of a contract of which the Data Subject is a party or for the performance of pre-contractual measures adopted at the request of the same in compliance with art. 6 par. 1 letter b) GDPR 2016/679; processing necessary to fulfil a legal obligation to which the Data Controller is subject pursuant to art. 6 par. 1 letter c) GDPR 2016/679);
3. operations strictly connected and instrumental to the starting of the aforementioned contractual relationships, including the acquisition of information preliminary to the entering into the Contract (processing necessary for the performance of a contract of which the data subject is a party or for the performance of pre-contractual measures implemented on request of the same in compliance with article 6 par. 1 let. b) GDPR 2016/679);
4. management of relationships with the Customer for administration, accounting, orders, shipments, invoicing, services, management of any out-of-court resolution of disputes where applicable (processing necessary for the performance of a contract of which the data subject is a party or for the implementation of pre-contractual measures adopted at the request of the same pursuant to art. 6 par. 1 let. b) GDPR 2016/679);
5. the management of any judicial dispute (processing attributable to the legitimate interest of the Data Controller pursuant to art. 6 par. 1 letter f) GDPR 2016/679, strictly limited to the assessment, exercise and defense of a right in court);
6. the sending of advertising or direct sales material, carrying out market research or commercial communication via e-mail, paper mail, sms/mms and instant messaging services, in full compliance with the GDPR 2016/679, the national legislation in force, in particular of art. 130 Legislative Decree 30 June 2003, n. 196, and the Provision of the Guarantor Authority of 4 July 2013 "Guidelines on promotional activities and the fight against spam" (processing subject to consent, except in cases where this can be ignored in compliance with art. 130 paragraph 4 Legislative Decree 30 June 2003, n. 196);
7. the detection of the degree of customer satisfaction, the processing of statistics for internal use (processing attributable to the legitimate interest of the Data Controller in compliance with art. 6 par. 1 letter f) GDPR 2016/679, strictly limited to the control of internal quality standards).

The data will be collected and recorded in compliance with the principles set out in art. 5 GDPR 2016/679, i.e.: for specific, explicit and legitimate purposes and in ways compatible with these purposes, as part of the processing necessary for the functioning of the business activity; accurately and if necessary with updates. To make them relevant, complete and not excessive with respect to the purposes of collection; to make their retention functional to the period of time necessary for the purpose for which they were collected and subsequently processed according to the GDPR 2016/679 and the national legislation in force.

Personal data may be processed with the aid of both paper and electronic tools, or in any case suitable for recording and storing the data themselves, and in any case in such a way as to guarantee its security and protect the maximum confidentiality of the data subject. Specific security measures will be observed to prevent data loss, unlawful or incorrect use of data, and unauthorised access in full compliance with Article 32 of the GDPR 2016/679 and national legislation.

Mandatory or optional nature of data provision and consequences of refusal.

The provision of personal data necessary for the fulfilment of legal obligations, for the establishment of the contractual relationship or for its execution is mandatory. Failure to provide data will make it impossible to follow up on the Data Subject's requests or to perform the contract.

Consent to the provision of personal data for information, promotional and/or marketing purposes is optional and, if given, it can be revoked at any time, without prejudice to the lawfulness of the processing based on the consent given before the revocation. In this case, failure to provide it will make it impossible for the undersigned to send you sales communications.

Anti-money laundering and anti-terrorism.

The provision of data required by Anti-Money Laundering and Anti-Terrorism legislation is mandatory and any refusal precludes the professional service requested and may result in the transaction being reported to the competent supervisory body. In this regard, it is specified that the processing of personal data connected to anti-money laundering obligations will take place having regard to the specific implementation methods imposed on non-financial operators by the Regulation on identification and storage of information envisaged by art. 3 paragraph 2 of Legislative Decree no. 56/2004 and implemented with Ministerial Decree. n. 143/2006. Other information may also be taken from public sources to comply with the obligations set out in Legislative Decree 231/2007.

Data communication.

Without prejudice to compliance with current regulations and in particular the principles set out in art. 5 GDPR 2016/679, data may be communicated, exclusively for the pursuit of the purposes referred to in this policy, to:

- Companies belonging to the same business group;
- Subjects to which the data must be disclosed in order to fulfil a contract of which the Data Subject is party, or to fulfil pre-contractual measures taken at the request of said Data Subject and, in general, to achieve the purposes identified in this privacy policy;
- Subjects responsible for credit management such as, for example, factoring companies, credit institutions, debt collection companies, credit insurance companies, business information service companies;

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- In particular, subjects who carry out processing on behalf of the Data Controller as Managers in compliance with art. 28 GDPR 2016/679, such as, by way of example: professionals and/or companies appointed to carry out activities in the administrative-accounting, legal, commercial, management, technical, technical-IT fields. The complete and up-to-date list of Data Processors can be consulted by entitled users upon request, at the Data Controller's registered office;
- Subjects authorised to access the data by current legislation and/or to which the data must be disclosed in order to fulfil legal obligations.

Personal data may be processed by employees and collaborators assigned to the competent offices of the Data Controller, explicitly authorised to process on the basis of art. 29 of the GDPR 2016/679 and the national legislation in force.

International data transfer.

The personal data may be disclosed and/or transmitted abroad only to fulfil the purposes set out in this privacy policy, that is, for solely technical reasons tied to the structure of the company's IT system and/or the application of technical and organisational security measures deemed appropriate by the Data Controller (art. 32 GDPR 2016/679) and exclusively in compliance with article 44 as amended and updated of the GDPR 2016/679.

Data retention period.

Without prejudice in any case to compliance with art. 5 GDPR 2016/679 ("storage limitation principle"), the data will be stored in our archives according to the following parameters:

- Data processed for the fulfilment of the obligations referred to in art. 2220 of the Civil Code: 10 years, without prejudice to any late payments of fees that justify the extension;
- Data processed for the fulfilment of anti-money laundering obligations: 10 years;
- Data processed for information, promotional and/or marketing purposes: 24 months;
- Data processed for purposes other than the previous ones, within the contractual relationship and referred to in this policy: until the expiry of the contract and/or the supply relationship.

In relation to specific statutory limitation periods, data required for the ascertainment, exercise or defence of a legal right may be subject to longer retention periods.

The obsolescence of stored data in relation to the purposes for which it was collected is periodically checked.

Rights of the Data Subject.

With regard to personal data, the Data Subject may exercise their rights within the limits and under the conditions set out by articles 15 to 22 of the GDPR 2016/679 and by national legislation. In particular, the GDPR attributes the following rights to the Data Subject:

- Right of access (art. 15 GDPR 2016/679);
- Right to rectification of inaccurate personal data and right to integration of incomplete personal data (art. 16 GDPR 2016/679);
- Right to erasure (art. 17 GDPR 2016/679);
- Right to restriction of processing (art. 18 GDPR 2016/679);
- Right to request the recipients to whom any corrections or cancellations or limitations of processing have been communicated (art. 19 GDPR 2016/679);
- Right to data portability (art. 20 GDPR 2016/679);
- Right to object (art. 21 GDPR 2016/679);
- Right not to be subject to a decision based solely on automated processing (art. 22 GDPR 2016/679).

In the event any form of consent for processing is provided, note that it may be revoked at any time by the Data Subject without prejudice to the mandatory fulfilments provided for by the legislation in force at the time of the revocation request, by contacting the Data Controller at the following email address: info@impertek.com.

Right to Lodge a Complaint

The Data Subject who believes that the processing of personal data takes place in violation of the provisions of the GDPR 2016/679 has the right to lodge a complaint with the supervisory authority of the European Union State in which they habitually reside or work, or the place in which the alleged violation occurred, as provided for by art. 77 GDPR 2016/679, or to take action in the appropriate judicial offices.

Ceggia, 30/12/2020

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