## "CUSTOMER" INFORMATION ON THE PROCESSING OF PERSONAL DATA PURSUANT TO ART. 13 OF REGULATION 2016/679 / EU GENERAL REGULATION ON THE PROTECTION OF PERSONAL DATA

Dear Customer, GENEGIS-GI Srl, as data controller, wishes to inform you that, for the execution of the contract or the formal agreements in place, your personal data will be treated according to the rules laid down by the General Regulation on the Protection of Personal Data and by the obligations of correctness, lawfulness and confidentiality.

The data being processed refer to personal data (Company name, address, VAT number, Iban, institutional mail) of the company as well as name, surname, address, certified email (PEC), telephone number, fiscal code of the people who represent the company for legal, administrative, commercial and operational activities.

The data processing will be carried out for administrative and accounting purposes, in particular for:

- **4** the preparation of offers, quotations, contracts relating to the sale of our products and services;
- the administrative, accounting and contractual management of the existing legal relationship and related legal obligations;
- the supply of products defined services;
- the protection of the contractual rights of the writer also during litigation

The processing is necessary for the execution of the contractual relationship or for the pre-contractual fulfilments, put in place after your request (aimed, for example, at the formulation of estimates and / or offers). The processing of your data for the purposes in question does not require your express consent; any refusal to provide data will make it impossible for the undersigned company to follow up on the legal relationship. The company reserves the right to use personal data also for commercial promotion purposes of products and services similar to those already rendered and / or contracted with the customer. It is the faculty of the interested party, with regard to this last type of purpose of the treatment, to be able to exercise the right to object to the treatment at any time.

The processing of your data may be carried out in document format and / or through electronic and / or telematic tools in compliance with the provisions of the law aimed at guaranteeing confidentiality and security, as well as accuracy, updating and data relevance with respect to the aforementioned purposes and in order to avoid access and consequent processing by subjects not previously authorized. The logic applied to electronic tools, used for the management of personal data functional to the sale of products and to the provision of services, is based on the application of specific policies that limit access to specifically authorized company staff. As far as possible, the principle of necessity is applied, which provides for the configuration of computer systems and programs to minimize the use of personal and identification data in order to exclude their processing when the purposes pursued in individual cases can be achieved using anonymous data or appropriate methods that allow identification of the interested party only in case of need.

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Your personal data will be kept by the writer for as long as the legal relationship is established and for the following 10 years; after which the data will be deleted or made anonymous. Longer storage times provided for by current regulations are reserved.

PURPOSE AND LEGAL BASIS OF THE PROCESSING

METHOD OF TREATMENT

**APPLIED LOGIC** 

**PERSONAL DATA** 

**TYPE** OF

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DISSEMINATION AND TRANSFER AVAILABILITY AND DATA COMMUNICATION	No personal data will be disclosed or transferred to a non-EU country. Without prejudice to the communications made in execution of obligations provided for by laws, regulations or community legislation, your data will be processed by the employees and collaborators of the writer in relation to the specific work tasks entrusted and may be communicated in Italy to the authorities or public institutions, institutes of credit, subsidiaries and associates, IT and business consultancy companies, debt collection and insurance companies, professionals and companies that provide services and consultancy (for example in fields such as accounting, tax, legal, training, etc.), to subjects who they need to access your data for the execution of the existing legal relationship. Only the personal data necessary for the processing for the purposes for which they are collected will be communicated to the aforementioned subjects, in full compliance with the necessary security and confidentiality of the data.
RIGHTS OF THE INTERESTED PARTY	<ul> <li>With regard to the data, and at any time, by means of a simple written request addressed to the Data Controller (also by e-mail or by delegated subject) you can:</li> <li>obtain access to personal data to know the origin of the data, purpose of the treatment, logic applied to the treatment with the use of electronic tools, categories of data, recipients (or categories of recipients) to whom they will be communicated, storage period, and their communication in an intelligible form;</li> <li>obtain rectification, integration, cancellation of data or limitation of treatment;</li> <li>oppose, for legitimate reasons, the processing of your personal data;</li> <li>obtain data portability, where relevant;</li> <li>withdraw consent at any time;</li> <li>lodge a complaint with a supervisory authority.</li> </ul>
IDENTIFICATION OF THE DATA CONTROLLER	The owner of the data processing is the company GENEGIS-GI Srl with registered office in Viale Scarampo, 47 20148 Milan - email <u>info.genegis.net -</u> Tel 02.33000904

GeneGIS GI S.r.l.

GeneGIS GI S.r.I. Viale L. Scarampo, 47 20148 MILANO C.F / P.IVA 03810600159

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*Roberto Tartaglia Polcini* (President of the Board of Directors)