

Dear Customer

Subject: **Information on the processing of personal data** pursuant to Article 13 of the GDPR

Ownership of the treatment

SACET Srl with headquarters in Via del Candel 55/D - 32100 Belluno BL, C.F./P.IVA. IT00654590256, Data Controller, hereby informs you that the legislation on the protection of personal data (European Regulation 2016/679, hereinafter referred to as GDPR, Legislative Decree 196/2003 Privacy Code and subsequent amendments and additions) provides for the protection of individuals with regard to the processing of personal data. We therefore hereby inform you that the personal data you provide will be processed in compliance with the principles of correctness, lawfulness, transparency, data minimisation, with particular reference to confidentiality, personal identity and the right to data protection.

Object of processing

The Controller may process personal data such as, for example: name, surname, company name, address, telephone number, e-mail, bank details, identification codes, contact details of the organisation's contact persons, etc.

No special categories of data are processed.

Purpose and legal basis of processing

This data will be processed for the purpose of:

- conclude, handle and execute pre-contractual contact requests;
- conclude, manage and perform contractual obligations;
- enter the data into its databases in order to enable it to monitor the performance of the contract, fulfil internal organisational and administrative obligations;
- manage tax and accounting obligations;
- fulfil obligations under the law, regulations and EU legislation.

The processing of such data may take place on the following legal bases:

- Art. 6 c. 1 letter b) GDPR (processing is necessary for the performance of a contract or the execution of pre-contractual measures) for purposes 1, 2 and 3;
- Art. 6 c. 1 letter c) GDPR (for regulatory obligations) for purposes 4 and 5.

Treatment modes

Processing may take place using paper and IT tools in compliance with the provisions on the protection of personal data, in particular the appropriate technical and organisational measures (as provided for in Article 32 of the GDPR).



Obligation to confer

The provision of data for the above-mentioned purposes is obligatory for the fulfilment of contractual obligations. If you do not provide them, provide them partially or incorrectly, the proper performance of the contractual obligations cannot be guaranteed.

Access transfer and communication of data

The data in question will not be disseminated, but may be made accessible to other employees/collaborators and assimilated persons of the Data Controller (in their capacity as persons in charge of processing), to System Administrators and to third parties (by way of example, credit institutions, professional firms, consultants, etc.) that perform outsourcing activities on behalf of the Data Controller, in their capacity as external data processors, as well as to public bodies in charge of institutional functions.

Storage period

The acquired data will be stored for a period of time not exceeding the fulfilment of the purposes for which the data were collected; they will therefore be stored until the existence of the existing contractual relationship in compliance also with current tax legislation.

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Tax code and VAT number IT00654590256 - E-mail: info@sacet-probes.com - Web: www.sacet-probes.com

Rights of the data subject

In your capacity as data subject, you may exercise the rights provided for in Articles 15-22 of the GDPR; in particular, you may request from the Data Controller, at any time, access to the personal data concerning you, rectification of the same if you believe they are inaccurate, integration and/or deletion of the same. You also have the right to request the restriction of the processing of personal data concerning you, as well as the right to data portability and the right to object to their processing.

You have the right to revoke any consent you have given at any time, without prejudice to the lawfulness of the processing based on your previous consent.

You have the right to lodge a complaint with the "Garante per la Protezione dei dati personali" (Data Protection Authority) based in Piazza Venezia n. 11, 00187 - ROMA (www.garanteprivacy.it), or with any other competent jurisdictional authority.

Methods of exercising rights

You may exercise your rights or request further information at any time by writing to

SACET Srl

Via del Candel 55/D - 32100 Belluno BL

or by sending an e-mail to info@sacet-probes.com

Belluno, 15 November 2018

The Data Controller

Sacet Srl