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INFORMATION ON PROCESSING OF PERSONAL DATA PURSUANT TO ART. 13 OF REGULATION (EU) 2016/679 OF 27/04/2016

We hereby inform you that your data will be processed according to the following procedure and purposes:

- **Data controller**

The data controller is the company **MARTELLA s.r.l.** based in **Via C. Balbo 7, 20025 Legnano (MI)**, Italy.
Tel: **+39 0331 595206** – e-mail: amministrazione@martellasrl.it

- **Lawfulness and purpose of data processing**

Your personal data in our possession or that will be requested later may be processed for the following purposes:

Compliance with administrative, accounting and tax obligations required by law;
Performance of administrative and contractual activities strictly connected with and instrumental to the management of relations with customers for the purposes related to the provision of the requested service;
Conclusion of a contract;
Exercise of the rights of the data controller, e.g. right of defense in court.
Your data may be lawfully processed for the above-mentioned purposes without your express consent in compliance with the new General Data Protection Regulation (see art. 6 1b, 1c of the GDPR).

- **Nature of data provision**

The provision of personal data listed in points a), b) is mandatory and strictly necessary for the definition and execution of the requested service and related legal obligations. Refusal to provide these data will result in failure to provide the requested service.

- **Disclosure and communication of data in our possession**

Your data may be accessed for the above-mentioned purposes by our staff in the ordinary course of business and also by:

External parties in compliance with legal obligations;
External data processors and all representatives appointed by the data controller.

The processed data will not be disclosed.

The updated list of external data processors, if any, is available on request addressed to the data controller.

- **Categories of data processed**

The categories of data processed are:

Name, surname	Business name	Tax code / VAT number
E-mail	Telephone number	Bank details (e.g. IBAN)

- **Procedure and duration of data processing**

In relation to the above-mentioned purposes, personal data can be processed via manual, automated, IT and/or electronic tools designed to manage and store data on computer storage devices, on paper and on any other type of suitable medium.

The data controller shall process personal data for the time necessary to fulfill the purposes outlined above and, in any case, for no more than 10 years after the end of relations for service purposes.

The data controller shall not transfer personal data to any third country or any international organization.

- **Exercise of the rights referred to in articles 13-25 of the GDPR 2016/679**

The data subject has the right to obtain from the data controller confirmation of the possession of his or her personal data and the right to receive his or her personal data in an intelligible format.

The data subject may request to know the source of the data, the logic involved in the processing and the purposes of the processing.

The subject has the right to obtain the erasure or the update of his or her data and he or she may request to know which security measures have been implemented to protect his or her data.

The data subject has the right to obtain confirmation of whether or not his or her personal data is being processed and, in that case, the subject shall have access to the following information: the purposes of the processing, the categories of data processed, the recipients of the data, the period for which the data will be stored, the existence of the right to lodge a complaint with a supervisory authority, the right to request the rectification, erasure or restriction of processing or to object to processing, and the existence of automated decision-making. The data subject shall have the right to obtain from the controller without undue delay the rectification of inaccurate personal data concerning him or her.

Requests regarding the exercise of your rights will be processed without undue delay and, in any case, within one month of receipt of the request; only in case of particularly complex requests or a high number of requests this period could be extended by 2 (two) further months.

The Data Controller
MARTELLA S.r.l.