



A "LITTLE WORLD" OF GOOD THINGS

PRIVACY POLICY ON THE PROCESSING OF PERSONAL DATA

CUSTOMERS AND SUPPLIERS

Document drafted pursuant to and in accordance with European Regulation no. 679/2016

Regulation no. 679/2016 protects the fundamental rights and liberties of physical persons, in particular the right to protection of personal data, i.e. any information regarding an identified or identifiable person. Your data will be processed in a lawful, proper and transparent manner, for specific, explicit and legitimate purposes. They will be collected to an adequate, pertinent extent, restricted to the amount necessary for the purposes for which they are to be treated, safeguarding your confidentiality and your rights. Your data will be processed exclusively with your consent. We guarantee that the data processed will be accurate, and where necessary, updated and processed in such a way as to guarantee security and protection, also using technical and organisational measures.

1. Data Controller

The Data Controller is **TERRE VERDI S.R.L.**

2. Internal Data Processor

Mr. Luciano Spigaroli

3. Types of data processed

Our company processes the personal data you provide. More precisely: Your general, contact and tax details, and data of a financial nature to the extent they are required for conducting the existing contractual relations. For these reasons, it will be compulsory to provide the data essential for carrying out the activities we are required to perform to comply with obligations of a statutory and fiscal nature. The list of the data processed is shown in the REGISTER OF PROCESSING D.02.

Processing exclusively regards the data of persons aged 18 or over.

4. Purposes of the processing

Data processing is of two different types and for two different purposes:

- A) Your personal data are processed for the execution of the existing contract, and for carrying out the following activities you have entrusted to us:
- Invoicing, book-keeping and accounting records;
 - Contractual requirements and the pertinent fiscal and legal obligations.
- B) Your data will be processed for marketing and commercial activities regarding the products and services we deal with.

5. Duration of the processing

Data will be processed for the entire duration of the contractual relationship, and thereafter in order to comply with legal obligations and for administrative and fiscal purposes for the statutory prescription period of 10 years. Before the expiry of this term, erasure of data is guaranteed if the consent on which legitimate possession is based is withdrawn - pursuant to art. 17 - for data that are not necessary for our company to comply with statutory and fiscal obligations.

6. Processing methods - Storage

The data we will process will be managed using automated systems, as indicated on the LIST OF TOOLS AND SECURITY MANAGEMENT - D.03. They will be stored electronically and on paper, and will be protected to prevent unauthorised transmission or destruction. An anti-virus system will be used, data will be saved daily on an external hard disk and paper documentation will be stored in an office adequately protected with alarm systems.

7. Scope of communication and dissemination

We may communicate your data to one or more subjects, as follows:

- To subjects entrusted by our company with processing your data for administrative, fiscal and commercial purposes;
- To subjects that may access data by virtue of legal provisions, regulations or rules, within the limits established by said regulations;
- To subjects that need to access your data for purposes connected with the relationship between you and us, within the limits strictly necessary for carrying out the auxiliary tasks entrusted to them and following a written request on your part **(D.04)**;
- To our accounting, fiscal and legal consultants to the extent necessary for them to carry out their appointment for our company. We undertake to work only with subjects that offer sufficient guarantees and adopt adequate technical and organisational measures in order to guarantee the protection of the data subject's rights.

Your data will be communicated in compliance with the obligation to notify any corrections, erasure or restrictions on processing; this will occur for the following reasons:

- Accounting and fiscal purposes;
- Administrative tasks;
- Reasons that are purely functional to the execution of contracts;
- Legal requirements;
- Calculation and payment of remuneration and any other emoluments.

8. Rights and how to exercise them

In addition to the general principles already indicated, you are entitled to exercise the rights set forth in art. 15 *et seq.* of the Regulation, by sending a specific request to:
direzione@pec.acpallavicina.com

- Right to access the data we process;
- Right to rectification, if your data are inaccurate or incomplete;
- Right to erasure, which may be exercised with respect to information not necessary for statutory or fiscal purposes, as indicated at point 5 above;
- Right to restriction of processing in the cases specifically provided for;
- Right to portability of data in a structured format, even with direct transmission if requested **(D.04)**;
- Right to object to the processing of personal data, including profiling and processing for direct marketing purposes.

9. Changes to the Privacy Policy

The Controller reserves the right to amend, update, add or remove parts of this data privacy policy at their own discretion and at any time. In order to facilitate verification in such cases, the disclosure will indicate the date of update.

Date, ./../

I, the undersigned, in my capacity as _____ of the Company _____
_____ Tax ID and VAT no. _____ with
registered office in _____ express my explicit preventive consent for the
processing of the personal data provided by me to TERRE VERDI S.R.L. by the means described in the policy I
have received: _____

- for the purposes set forth at point
4.A):

I GIVE MY CONSENT

I DO NOT GIVE MY CONSENT

- for the purposes set forth at point
4.B):

I GIVE MY CONSENT

I DO NOT GIVE MY CONSENT

Date, / __ / ____

Signature _____