

**Ref.: Information sheet pursuant to art. 13 Legislative Decree 196/03 – “Personal data protection code”**

To all customers

**Introduction**

Pursuant to the regulations established by Legislative Decree 196/03 "Personal data protection code" (hereinafter known as the "Code"), we hereby inform you of the use made by our company of your personal data acquired in relation to current or future contracts stipulated with you.

**Source of personal data**

The personal data in our possession, acquired in relation to our contractual relationships, is collected directly from yourself. All the data collected is treated confidentially and in accordance with existing laws.

**Purposes of data processing**

Your personal data is collected or processed for the sole purpose of adequately carrying out the business activities of our company, especially as regards: pre-contract requirements; executing the acts or operations required to fulfil our contractual obligations towards yourself; executing with all public or private bodies the fulfilments connected with or instrumental to the contract; executing legal obligations.

Your personal data is also processed for commercial and marketing reasons which also involve the use of your electronic mail address.

**Data processing**

Pursuant to the above purposes, your personal data is processed using manual, computerised and telematic instruments on the basis of a logic which is closely linked to the purposes and ensuring the security and confidentiality of the data itself in respect of the above-mentioned legislative decree.

**Nature of collection**

The collection of your personal data is obligatory for the stipulation and execution of contracts as legal and fiscal obligations must be fulfilled. Refusal to provide such data will make it impossible for us to stipulate contracts with you. The relative data processing does not require your authorisation.

**Communication and divulgation**

Your personal data and relative processing may be communicated in order to allow us to perform our business activities (commercial, management, information system management, insurance, banking or non-banking intermediation, factoring, delivery management, preparation and despatch of correspondence, credit management and protection) or to fulfil legal obligations (accountants, lawyers). Your personal data will not be divulged.

Your personal data may be made known to the data processing manager and the following categories of subjects who process your data: Administrative, Sales, Technical, Production and Purchasing Clerks, Representatives.

**Your rights**

You may contact the Holder's Privacy Service to check your personal data, integrate, update or modify it and/or to exercise the other rights envisaged by art.7 of the Code (attached). In particular, you may also contact the Privacy Service at any time to oppose the processing of your electronic mail address for direct sales or marketing purposes.

**Data Controller**

Data Controller is : SIRO SRL con sede in S.PIETRO DI LEGNAGO – Via del Commercio, 7

## **Art. 7 Legislative Decree 196/03 (Right of access to personal data and other rights)**

1. The data subject shall have the right to obtain confirmation as to the existence of personal data concerning him/her, regardless of its being already recorded, and communication of such data in an intelligible form.

2. The data subject shall have the right to be informed:

- a) of the source of the personal data;
- b) of the purposes and methods of its processing;
- c) of the logic applied to the processing, if the latter is carried out with the help of electronic means;
- d) of the identification details concerning the data controller, data processors and the representative designated as per Article 5, Paragraph 2;
- e) of the entities or categories of entity to whom or which the personal data may be communicated and who become aware of said data in their capacity as designated representative in the State's territory, data processors or persons in charge of processing.

3. The data subject shall have the right to obtain:

- a) updating, correction or, where interested therein, integration of the data;
- b) erasure, anonymisation or blocking of data that has been unlawfully processed, including data whose retention is unnecessary for the purposes for which it was collected or subsequently processed;
- c) certification to the effect that the operations as per letters a) and b) have been notified, as also related to their contents, to the entities to whom or which the data was communicated or divulged, unless this requirement proves impossible or involves a manifestly disproportionate effort compared with the right that is to be protected.

4. The data subject shall have the right to object, in whole or in part:

- a) on legitimate grounds, to the processing of personal data concerning him/her, even though it is relevant to the purpose of collection;
- b) to the processing of personal data concerning him/her, where this is performed for the purpose of sending advertising material, making direct sales or conducting market or commercial communication surveys.