

**Subject: Information on the processing of personal data, pursuant to art. 13 of the EU Reg. 2016/679.**

The EU Regulation 27 April 2016, n. 679 provides for the right to the protection of personal data concerning individuals. In compliance with this legislation, our company, which intends to process Your personal data, wishes to inform You in advance, pursuant to art. 13 of EU Reg. 2016/679, that this process will be based on the principles of lawfulness, correctness and transparency, purpose limitation, data minimization, accuracy, limitation of conservation, integrity and confidentiality and accountability, as well as the protection of Your privacy and Your rights.

Therefore, we hereby provide the following information on the processing of Your personal data that we intend to carry out:

The process has the **purpose** of inserting client archives for regular pre-contractual management (quotations), contracting of sale / purchase of products and services, internal needs of an operational or managerial nature, accounting, tax and civil law management and related obligations, as well as commercial communications falling within the relevant product sector of the company, referring to products / services similar to those already requested by the customer

The processing will be carried out by specifically appointed parties/persons, through the following **channels: electronic and paper-based format**

The **provision** of Your data is **mandatory** in order to register Your invoices and other formalities relating to contractual relations. Please omit data that is not relevant in relation to the specific purposes for which are conferred.

Failure to provide Your data could result in the **non or partial execution** of the contract and the **interruption** of the business relationship.

**The entrusted subjects/parties** to which Your personal data (personal details, accounting and fiscal data) may be disclosed are the following:

- persons in charge who are part of the administrative and commercial area of our company;
- external parties who may carry out accounting and taxation obligations and the management of information systems on behalf of our company;
- credit institutions for the management of payments and proceeds deriving from the execution of contracts
- subjects with the faculty to access the data pursuant to any legal or regulatory provisions;
- other subjects required by law.

**Collected paper-based data** will be duly **stored** for a maximum period that can be quantified in **10 months**, as provided for in article **2220 c.c.**

**Electronic data** collected will be duly **stored**, pursuant to **art. 13. c.2, a), second part, of EU Reg. 2016/679, for a variable term**, according to the **balancing criteria of legitimate business interests (related to tax audits, any special commercial correspondence, such as disputes, arrears, legal, statistical and productive aspects).**

**The possibility of disseminating the data themselves is not foreseen** (diffusion = communication to indeterminate parties)

The **Data Controller** is **M.A.U.S. ITALIA SPA**, with **headquarters** in **PROVINCIAL ROAD SP 415 EX SS PAULLESE KM 30 CIV.M. - 26010 (NUOVA STRADA DI ARROCCO) BAGNOLO CREMASCO (CR).**

Pursuant to art. 13, par. 2, b), c), d) of EU Reg. 2016/679, by contacting the Data Controller, You are entitled to exercise the following rights in relation to the processing of Your personal data:

- right of **access** (Article 15);
- right of **rectification** (Article 16);
- right to **cancellation** (Article 17);
- right of **limitation** (Article 18);
- right to **data portability** (Article 20);
- right of **opposition** (Article 21);
- right to **logde a complaint with a supervisory authority** (Article 77);
- right to **withdraw consent**, in the cases provided for by art. 6, par. 1, a) or from art. 9, par. 2, ).

