



## INFORMATION ON THE PROCESSING OF PERSONAL DATA

The personal data of the user are used by Centro Stampi S.r.l., who is the data controller for the treatment, in compliance with the principles of protection of personal data established by the GDPR 2016/679 Regulation.

### **SOURCE OF PERSONAL DATA**

The collection of personal data is carried out by Centro Stampi S.r.l. recording the data:

- collected directly from the interested party, at the time of initial contact or subsequent communications
- provided by third parties

### **MODALITIES AND PURPOSES OF DATA PROCESSING**

We inform you that the data will be processed with the support of the following means:

- Mixed - electronic and paper

with the following purposes:

- Compliance with legal obligations
- Fulfilments of legal obligations connected to commercial relationships
- Fulfilments of tax or accounting obligations
- Customer data
- Control and improvement of the quality of services
- Processing, printing, enveloping and mailing of invoices
- Issuance of invoices in electronic format
- Delivery of the product service
- Customer management
- Data Protection Management
- Collection management
- Supplier management (contracts, orders, arrivals, invoices)
- Payment management
- Litigation management (contracts, orders, arrivals, invoices)
- Customer management (contracts, orders, shipments and invoices)
- Hosting of online services
- Commercial information
- Lines of credit
- For direct marketing actions, market research or commercial communication (Newsletter and Phone Calls)
- Contractual relationships with customers/suppliers
- Market research, statistical studies and checks on the degree of customer satisfaction with products
- Surveys of the degree of customer satisfaction
- Services to protect consumers and users
- Payment acceptance service
- Web sites
- Electronic payment instruments (credit cards and electronic money debit)

- Carrying out business activities protection of the confidentiality and integrity of the corporate data processed

## **LEGAL BASIS**

The legal bases on which the processing of common data is based, according to Article 6 of the GDPR Regulation, are:

- Legitimate interest
- Law
- Contract
- Consent

The legal bases on which the processing of particular categories of personal data is based, according to Article 9 of the GDPR Regulation, are:

- Legitimate interest
- Law
- Contract
- Consent

The provision of data is mandatory for all that is required by legal and contractual obligations and therefore any refusal to supply them in whole or in part may give rise to the impossibility of providing the services requested.

The company processes the users' optional data based on their consent, that is through the explicit approval of this privacy policy and in relation to the methods and purposes described below.

## **CATEGORIES OF ADDRESSEES**

Without prejudice to communications made in compliance with legal and contractual obligations, all data collected and processed may be communicated exclusively for the purposes specified above to the following categories of interested parties:

- Revenue Agency
- Other public administrations
- Entrepreneur and business associations
- Supervisory and control authority
- Banks and credit institutions
- Chambers of commerce, industry, crafts and agriculture
- Central Risks
- Consultants and freelancers also in associated form
- Tax consultants
- Employees
- Social security and welfare institutions
- Economic public bodies
- Providers of administrative and accounting services
- IT service providers
- Email managers
- Insurance companies
- Interested
- Non-bank financial intermediaries
- Vocational training institution
- Competent doctor
- Authorized persons
- Processing platforms
- Workers' safety representative
- External managers

- Internal managers
- Companies that carry out the warehouse and transport logistics service
- Companies and businesses
- Subjects who carry out document archiving activities
- Law Firms
- Judicial offices

### **CATEGORIES OF PERSONAL DATA**

According to what is explained by article 14 of the GDPR Regulation, since the data have not been obtained from the interested party, the categories of personal data subject to processing are reported:

- Personal administration
- Customer data
- Personal data
- Personal data of company human resources
- Supplier master data
- Assets, property, possessions (ownership, possessions and leases; goods and services supplied or obtained)
- Fiscal code and other personal identification numbers (health cards)
- Electronic communication data
- Marketing data and corporate sales
- Production data
- Financial data
- Identification data (company name, or name and surname of people, office address, telephone, fax, e-mail, fiscal data, etc.)
- Data relating to economic and commercial activity
- Billing information and payment data (company name, VAT number, bank details, tax code, address)
- Name, address or other elements of personal identification (name, surname, age, gender, place and date of birth, home address, work address)

### **CONSERVATION PERIOD**

The data retention period is:

- Customer management data: 10 years
- Activities relating to credits and debits: the data will be processed for the entire time to carry out the existing commercial relationship and for the following ten years from the date of acquisition of the same

### **RIGHTS OF THE INTERESTED PARTY**

In accordance with the procedures and within the limits established by European Regulation 679/2016 (GDPR) and national legislation, the interested party may exercise the following rights:

- request confirmation of the existence of personal data concerning him / her (right of access)
- know its source
- receive intelligible communication
- have information about the logic, the methods and the purposes of the processing
- request the updating, rectification, integration, cancellation, transformation into anonymous form, blocking of data processed in violation of the law, including those no longer necessary for the pursuit of the purposes for which they were collected
- right to limitation or opposition to the processing of data concerning him
- right of revocation
- right of data portability

- receive their data provided to the holder, in a structured and readable form by a data processor and in a format commonly used by an electronic device, in cases of consent-based processing
- right of lodge a complaint with the Supervisory Authority

Holder of the processing of your personal data is Centro Stampi S.r.l., VAT number 02105560169, tax code 02105560169

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