

TO ALL OUR CLIENTS
AND SUPPLIERS
THEIR REGISTERED OFFICES

Briefing note in accordance with art 13 of the Legislative decree 196/03 – Personal Data Protection Code

While thanking you for having supplied your personal data we should like to inform you of the processing methods and purposes.

1 Data processing methods and purposes

Personal data is gathered so as to fulfil requirements connected with the supply of goods and provision of services, for which sensitive or legal data is not used, and specifically, so as to:

- fulfil the obligations required by law, regulations, use or community directives;
- fulfil the obligations received from the data subject.

Data is processed using mainly electronic and computerised instruments both on IT and paper supports or any other suitable supports by persons specifically appointed for the purpose in observance of the minimum security measures as per the Technical Regulations regarding minimum safety measures, Attachment B of the Privacy Code.

2 Obligatory or optional nature of granting data.

The granting of data is obligatory inasmuch as required for the fulfilment of contractual obligations.

3 Consequences of refusal to respond.

Failure to give consent is optional in cases not connected with contractual or legal obligations and will be considered by the underwritten Studio on each occasion, with the resulting decisions determined in relation to the importance of the data requested and not supplied. The data controller hereby declares moreover that the any failure to communicate or any incorrect communication of obligatory information shall result in the following:

- the impossibility of the Data controller to ensure the congruence of the said processing with the contractual agreements for which it is being carried out;
- the possible lack of correspondence of the results of the said processing with the obligations imposed by the fiscal, administrative or labour regulations it addresses.

Data will be processed for the entire duration of the contractual relationship established and also subsequently for the performance of all legal obligations as well as for future informative purposes.

4 Subjects to whom personal data may be communicated

Personal data may be communicated to:

- Company staff insofar as appointed and responsible for data processing so as to deal with the procedures relative to the contract established; staff have been duly informed about personal data security and the right to privacy.
- Banks for operations relating to the collection of payment.
- Accountants and professionals of a similar nature for bookkeeping and the proper execution of the fiscal requirements foreseen by law.
- The State bodies appointed to verify and check the legality of accounting and fiscal requirements foreseen by law.

Save the ban in any case on communicating or diffusing your personal data to subjects not required for carrying out the services or products requested by you.

5 Data subject's rights

We hereby inform you that you may, free of charge at any moment, exercise the rights foreseen by art. 7 and following of the Legislative Decree no.196/2003 (among which, merely as an example, the right to obtain confirmation of the existence of data which regards you and the communication of such in an intelligible form, the indication of the origin of such data, the purposes and method of processing it, the identifying details of the Data Controller and Data Processor, of the subjects to whom such data may be communicated or to whom it may be revealed by virtue of their position as data processors or persons appointed to process data, the updating, correcting or supplementing of data, cancellation, transformation into an anonymous form or blockage of personal data processed in breach of law, and the right to oppose its use in part or entirely) by sending a request made without a formal procedure to the Data Controller.

The Data Controller is **CONCERIA MADERA S.P.A.**, con sede in Via I° Maggio, 32, 56022 Castelfranco di Sotto (PI)
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The updated directory of the Responsibles and the persons specifically in charge for data management is hedged in our offices.

Il Titolare del Trattamento
CONCERIA MADERA SPA
Il Legale Rappresentante
Sergio Vitali