



SUGHERIFICIO
DI BUSSOLENGO

**Information about privacy in accordance with art. 13, Legislative Decree 196/03 and UE
Regulation nr. 679/2016
(regulations regarding the protection of personal data)**

Dear customer,

We are pleased to inform you that the Legislative Decree 196/03 dated the 30th June 2003 (regulations regarding the protection of personal data) foresees the protection of persons and other subjects with regards to the treatment of personal data.

According to the indicated norm, this treatment will be based upon correctness, legality, and transparency for the protection of your confidentiality and your rights.

Therefore, in accordance with art. 13, Legislative Decree 196/03 and UE Regulation nr. 679/2016, we supply the following information:

The objective of the treatment

The data collected are exclusively treated for the fulfilment connected to the economic activity of the company and finalise the completion of the following services:

- Entering personal record details into the company's computer database.
- The issue of transport documents, invoices, and credit notes
- The issue of quotations and offers
- Keeping the ordinary accounts and VAT
- Management of cash and payments
- Satisfy the obligations foreseen by law, regulations, community norms and civil and fiscal norms

Treatment procedure and the method of collection

The treatment will be carried out by manual and automatic systems suitable for recording, managing and transmitting the same data, using logics strictly correlated for the same purpose, on the basis of data in our possession and with commitment on your part to rapidly communicate any corrections, integrations and/or updates.

In the sphere of the treatment described, the knowledge and memorization of information relative to registration data, tax code, VAT number and account data will be necessary.

Any non-communication or wrong communication of any one of the information indicated will cause the impossibility of establishing a relationship with the company.

Communication and diffusion

The personal data and the relative treatment will be subject to communication to companies to carry out economic activities (commercial, managerial, management of computer system, insurance, banking and non-banking intermediation, factoring, dispatch management, the sending of correspondence, management, and protection of credit) or for discharging the law (physical and/or juridical person, public and/or private person such as a law/administrative/tax consultancy studio).

Our collaborators, employees, agents, and suppliers could become aware of your data within the ambit of relative tasks and/or any contractual obligations.

Your rights

The person involved can exercise their rights at any time regarding the owner of the treatment, in accordance with arts. 7, 8, 9 and 10 of the Legislative Decree 196/03 and art. 15 of the EU Regulation UE 679/2016, by directly contacting the owner of the treatment, Sugherificio di Bussolengo Srl, or the manager of the treatment; in particular:

1. The person involved has the right to obtain confirmation about the existence or not of his/her personal data, even though they have not been registered and that their communication is in an intelligible form.
2. The person involved has the right to obtain the following information:
 - a) The origin of the personal data
 - b) The purpose and treatment method
 - c) The logic applied in the case of treatment carried out using electronic instruments
 - d) About the identification details of the owner of the personal data, managers, and the appointed representative in accordance with art. 5, paragraph 2

SUGHERIFICIO DI BUSSOLENGO SRL

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- e) About subjects or category of subjects to which the personal data could be communicated or could become aware of, being the appointed representative in the territory of the State, managers, or representatives.
3. The person involved has the right to obtain:
- a) Updates and the integration of data
 - b) The cancellation, transformation into anonymous form or the blocking of treated data in violation of the law, including those data where the conservation in relation to the purposes for which the data are collected or successively treated is not necessary
 - c) The declaration that the operations referred to in letters a) and b) and also their content have been brought to the attention of those persons to which the data has been communicated or diffused, except for cases in which such fulfilment becomes impossible or brings about the use of means clearly disproportional in respect of the protected right.
4. The person involved has the right to oppose, completely or in part:
- a) The treatment of his/her personal data for legitimate reasons, even if pertinent to the purpose of the collection
 - b) The treatment of his/her personal data for the purpose of sending marketing material, direct sale, carrying out market research or commercial communication.

Owner of the treatment

The owner of the treatment is the SUGHERIFICIO DI BUSSOLENGO S.R.L. company with registered offices in Località Faval, 37012 Bussolengo (VR).