

Dear Data Subject,

We inform you that, pursuant to the Regulation (EU) GDPR 2016/679, that your personal data shall be processed **“lawfully, fairly and in a transparent manner”** in relation to the data subject and we provide you the following information (art.13):

1. **Data Controller:** POPPI CLEMENTINO S.P.A.
Head Office: Via G. Saragat, 5, 42124, Reggio Emilia (RE), IT
Contacts: Tel. 0522-921337 – email: poppi@poppi.it

The controller shall be responsible to you for the legitimate and correct use of your personal data and shall be contacted for any information or request.

2. Data, Purpose, Lawfulness:

Data	Purpose	Lawfulness
Names, addresses or other identification elements/numbers	Scheduling of activities	Legitimate interests pursued by the controller (art. 6, let. f)
Contact details (telephone number, e-mail, etc.)	Customer management	Contract (art. 6, let. b)
Bank account details		
Economic, business, financial and insurance activities	Fulfilment of tax or accounting obligations	Legal obligations (art. 6, let. c)

3. **Period of retention of personal data:** the period of retention of personal data is determined by the terms of the statute of limitations. In particular, 10 years + 1 for fiscal and Accounting data.
4. **Methods of processing:** processing is carried out with the aid of paper medium and electronic medium.
5. **Categories of recipients:**

Your data shall be sent by us, which means they can be made known to one or more given subjects, in the following terms:

- **Public and private subjects that can access the data by virtue of a legal provision, a regulation or EU provision, within the limits provided for by these rules** (social security and welfare institutes and bodies, public administration offices, etc.)
- **The making available of files**, in which your data are also stored, to technicians maintaining our information system and/or the software used by us, in the event of their malfunctioning or processing security problems, for the time strictly necessary for restoring the functionalities
- **Subjects that need to access your data for a purpose auxiliary to the relationship existing between you and us**, within the limits strictly necessary for carrying out the auxiliary tasks (as an indication, we mention credit institutions, forwarding agents, etc.)
- **Subjects that are our consultants**, within the limits necessary for carrying out their job at our company, subject to our letter of engagement that imposes the duty of confidentiality and security;
- **External companies to which we outsource some processing operations;**
- **To the following categories of subjects who may get to know your data, in their capacity as data processors or authorised users, appointed by the undersigned data controller:** managers, directors and auditors, internal secretarial offices, accounting and invoicing staff, service marketing staff, customer technical support staff.

Your data will not be disseminated by us, which means they will not be made known to undetermined subjects in any way, even through their being made available or consulted.

6. We also inform you about rights of the data subject you can exercise against the Data Controller:

1. Right of access by the data subjects (art.15).
2. Right to rectification (art.16) or right to erasure (art.17).
3. Right to restriction of processing (art.18) or right to object (art.21).
4. Right to data portability (art.20).
5. Right to revoke the consent given for one or more specific purposes, at any time, without prejudice to the processing carried out prior to the withdrawal of consent (of which it may request cancellation).
6. Right to lodge a complaint with a supervisory Authority (art.77).

Finally, we inform you that the refusal to provide your personal data will make it impossible to sign and execute the contract.

POPPI CLEMENTINO S.P.A.

Via G. Saragat, 5, 42124, Reggio Emilia

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