TIBURTINI S.R.L.

Notice on the Processing of Personal Data (Art. 13 of Regulation (EU) 2016/679 (GDPR))

TIBURTINI SRL – Customers (extended version) · Doc. 5

Regulation (EU) 2016/679 (GDPR) (hereinafter the “Regulation”) lays down rules relating to the protection of natural persons with regard to the processing of personal data, as well as rules relating to the free movement of such data. In compliance with the principle of transparency laid down in Art. 5 of the Regulation, TIBURTINI SRL, with registered office at via delle Case Rosse 23 – 00131 Roma, VAT No. (P. Iva) 05023781007, in its capacity as Controller, provides you with the information required by Arts. 13 and 14 of the Regulation.

1. Purposes of the processing and legal basis

The processing of your personal data will be based on the principles of fairness, lawfulness and transparency, protecting your confidentiality and your rights, and in accordance with the company’s privacy policy. The company also undertakes to process your data in compliance with the principle of “minimisation”, that is, by collecting and processing data only to the extent necessary in relation to the following purposes:

a. management of pre-contractual requirements (quotations or customer orders, creditworthiness checks, etc.)
b. management of the engagement entrusted, management of tax and accounting obligations

Legal basis	Purposes	Consent
Processing is necessary for the performance of a contract to which the data subject is party or in order to take pre-contractual steps at the data subject’s request (Art. 6(1)(b) GDPR)	Management of pre-contractual requirements (quotations or customer orders, creditworthiness checks, etc.) Management of the engagement entrusted, management of tax and accounting obligations	In relation to the relevant purposes, the processing may be carried out without your consent

The provision of your personal data is mandatory for the purposes of:

a. management of pre-contractual requirements (quotations or customer orders, creditworthiness checks, etc.)
b. management of the engagement entrusted, management of tax and accounting obligations

and your refusal to consent to the processing of such data may make it impossible to provide the services requested.

2. Categories of data processed and source of the data

The data are collected exclusively from the data subject at the time of acceptance and, depending on the service provided, may be:

- Personal details (first name, surname, date of birth, etc.)
- Contact details (address, e-mail, etc.).
- Tax data
- Commercial information and bank details

3. Methods of processing

Your personal data will be processed on paper and by electronic means, in compliance with the provisions on the protection of personal data and, in particular, with the appropriate technical and organisational measures referred to in Art. 32.1 of the Regulation, and in observance of every precautionary measure that ensures their integrity, confidentiality and availability.

4. Categories of recipients

Your personal data may be disclosed, in strict relation to the purposes indicated above, to the following parties or categories of parties:

a. Supervisory and control authorities

b. Tax authorities (Amministrazione Finanziaria)

c. Banks and credit institutions

d. External processors

We inform you that the disclosure of your data to the categories of parties referred to above is necessary in order to perform the contract to which you are party. The disclosure of your data to the categories of parties referred to in letter c) is necessary in order to comply with legal obligations of the Controller.

In relation to these categories of recipients, the Controller undertakes to rely exclusively on parties that provide adequate guarantees regarding data protection, and will appoint them as Processors pursuant to Art. 28 of the Regulation. The list of Processors is available at the company's premises and you may consult it upon request to the Controller. Your data will, moreover, be processed, exclusively for the purposes referred to above, by the company's employees and/or collaborators, specifically authorised and instructed by the Controller pursuant to Art. 29 of the Regulation.

Your personal data will not be disseminated, unless this is required by a provision of law or regulation or by European Union legislation.

5. Transfer of personal data

Your personal data will not be transferred to non-European countries or to international organisations.

6. Retention period

Categories of data	Retention period	Legal references	
Personal details (first name, surname, sex, place and date of birth, residence, domicile)	10 years	Art. 2946 of the Italian Civil Code (c.c.) – Ordinary limitation period	The data are retained for the entire duration of the existing relationship. Once the relationship has ended, they are in any case retained for a further 10 years for the purpose of managing any legal disputes.
Contact details (telephone number, e-mail, etc.)	10 years	Art. 2946 of the Italian Civil Code (c.c.) – Ordinary limitation period	The data are retained for the entire duration of the existing relationship. Once the relationship has ended, they are in any case retained for a further 10 years for the purpose of managing any legal disputes.
Invoices	10 years	Art. 2214 of the Italian Civil Code (c.c.) and Presidential Decree (DPR) 660/1973 – Keeping of accounting records	The data are retained for the entire duration of the existing relationship. Once the relationship has ended, they are in any case retained for a further 10 years on the basis of statutory accounting obligations

7. Automated decision-making

No use is made of automated decision-making in the Controller’s processing operations.

8. Rights of the data subject

At any time you may exercise, vis-à-vis the Controller, your rights under Arts. 15-22 of the Regulation.

In particular, at any time, you will have the right to request:

- access to your personal data;
- their rectification where they are inaccurate;
- their erasure;
- the restriction of their processing.

You will also have:

- the right to object to their processing where they are processed in pursuit of a legitimate interest of the Controller, should you consider that your fundamental rights and freedoms have been infringed;
- the right to withdraw your consent at any time in relation to the purposes for which consent is necessary;
- the right to data portability, that is, the right to request and receive, in a structured, commonly used and machine-readable format, the personal data relating to you.

9. Identity and contact details of the Controllers

The Controller is: TIBURTINI SRL, with registered office at via delle Case Rosse 23 – 00131 Roma, e-mail: info@tiburtini.it

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This is a courtesy translation. In case of discrepancy, the Italian version prevails.