

## Information for the processing of personal data

In implementation of the new EU regulation n. 679/2016 we inform you that:

The data controller is **E.QU.A. S.r.l.**, via Pirano 5, Ravenna (RA), 48122, telephone **+39 0544 591981**, fax **+39 0544 591374**, e-mail **info@equasrlra.it**

The aforementioned Regulation provides for a series of obligations on the part of those who perform "treatments" (ie collection, recording, processing, storage, communication and other treatments listed in Article 4 of the Regulation) of personal data.

Your data will be processed on the basis of a contractual obligation or pre-contractual measures in order to manage the contractual relationship, comply with the obligations arising from the contract, manage billing and in order to ensure effective operational management of the business relationship; we also process your data to fulfil legal obligations arising from tax and accounting legislation.

In order to allow the fulfilment of the contractual and legal obligations indicated above, your data will be processed using paper, electronic and telematic tools and supports, in compliance with the principles and requirements of the Regulations, as well as with company regulations and policies, by internal personnel specifically authorized and, in case it is necessary to make use of an external party for the treatment of the same, of specifically identified and appointed Data Processors; furthermore, they may be communicated to the following categories of recipients: to public entities and bodies (for example Chambers of Commerce, Financial Administration, other state or local public administrations or concessionaires of public services); to professional studies in order to fulfil fiscal and accounting obligations; to hardware and software maintenance and assistance companies in case of their intervention; to post offices, shippers and couriers. A transfer of personal data to a third country or to an international non-EU organization is not carried out.

For the aforementioned purposes and communications, its prior consent is not necessary, as the provision and processing of data is necessary in the context of the contract or the fulfilment of legal obligations. The provision of data is however optional, but necessary for the correct fulfilment of contractual obligations since any refusal to confer them would make it impossible to fulfil contractual and legal obligations.

### **Data retention time**

The personal data processed for the purposes indicated will be kept only and exclusively for the period of performance of the activities subject of the contract and in any case no later than the expiration of the appropriate deadlines to ensure the possible defence of a company right in litigation. In any case, they will not be kept for a period exceeding the achievement of the purpose.

### **Rights of the interested party**

In relation to the aforementioned treatments and related data in our archives, **the rights referred to in Chapter III, art. From 15 to 22 of EU Regulation 2016/679 may be exercise, specifically:**

- right of access (art.15);
- right of rectification (art.16);
- right to cancellation (so-called right to be forgotten, article 17);
- right to limit the processing (art.18);
- right to data portability (art.20);
- right of opposition (art.21);

Furthermore, you will be able to lodge a complaint with a supervisory authority (for example, the Data Protection Authority).

The requests to exercise the rights provided by the GDPR in favour of the interested party and any revocation of the consent given may be addressed to the Data Controller using the contacts indicated at the head of this statement.