

**Information regarding the processing of personal data Reg. (EU) 2016/679****INF.1 – CLIENTS SUPPLIERS Rev.00 20.05.2019\_EN**

Data controller: **CELME SRL – Via Ca' Sordis, 30/32 – 36054 Montebello Vicentino (VI)/IT**

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**SUBJECT:** Information pursuant to and for the purposes of articles 7, 8, 9, 12, 13, 14 and from 15 to 22 of Regulation (EU) 2016/679 relating to the protection of individuals with regard to the processing of personal data and the free movement of such data.

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The data controller **CELME SRL**, represented by its Legal Representative, informs you pursuant to and for the purposes of articles 7, 8, 9, 12, 13, 14 and from 15 to 22 of Regulation (EU) 2016/679 and of Legislative Decree 196/03 as revised by Legal Decree 101/2018 that:

1. The said regulation provides for a series of obligations for those who carry out "processing" (ie any operation or set of operations, performed with or without the aid of automated processes and applied to personal data or sets of personal data, such as collection, recording, organization, structuring, storage, adaptation or change, the extraction, consultation, use, communication by means of transmission, dissemination or any other form of release, comparison or interconnection, limitation, deletion or destruction) of personal data of different subjects, referred as "Interested parties";
2. The processing of your personal data which we possess or which will be requested from you or which will be communicated to us by you or by third parties, is carried out/will be carried out in execution of the legal and contractual obligations connected with the commercial and administrative relationship:
  - ❖ on signing,
  - ❖ before signing,
  - ❖ in progress;
3. The processing of your personal data will, in particular, be carried out for the purpose of:
  - a) the fulfilment of administrative, accounting, statutory and tax mandatory obligations;
  - b) the administrative and potential commercial management of our relationship;
  - c) tax obligations and communications to the financial administration, including any tax assistance;
  - d) the definition, management and execution of contracts concluded between us, including services necessary to secure supplies;
  - e) the preparation of internal statistics, market analysis, correspondence management also related to research, promotion, advertising;
  - f) information and updating regarding goods and services marketed by us (updating of dedicated price lists and catalogues);
4. Processing will be carried out by means of manual and automated systems designed to store, manage and transmit data, with logics strictly related to the purposes themselves, on the basis of the data in our possession and with a commitment on your behalf to communicate any corrections, additions and/or updates promptly; said data is managed in-house in total compliance with Legislative Decree 196/03 and EU REG. 201/679 in force, also in consideration of what indicated by the (Italian) Privacy Guarantor in the general provision of 11/27/08 relating to IT system administrators;
5. Your data will, for legal obligations or for exclusive functional reasons in the context of the performance of the obligations arising from the work relationship, be communicated to:
  - ❖ data processing centres and/or service companies external to our organization but closely related to it for operational purposes;
  - ❖ banks and/or financial institutions; transport and/or delivery agents; mail handlers;
  - ❖ tax consultants and the company's legal office, with regards to the completion of practices within their competence; subjects in charge of debt collection;
  - ❖ public and private bodies, also following inspections or verifications, for the fulfilment of obligations pursuant to the EU legislation, the Italian legislation or mandatory Regulations, and the

secondary legislation (such as, for example: Financial Administration, Tax Police, Judicial Authorities, Local Health Authorities, ENASARCO, Chamber of Commerce, etc. );

- ❖ subjects appointed by us for compulsory food certification and company quality certification;
- ❖ subjects who can access your data in accordance with Italian legal provisions and implementation regulations or EU legislation.

The list of data processors and their assignments are kept at the headquarters of this Data Controller.

6. The providing of data by you for the information referred to in points: 1), 2), 3), 4), 5) and 6) is mandatory and essential, for the fulfillment of the existing contract and the fulfillment of legal obligations arising from the current service or any future relationship;
7. The diffusion of any communication and/or transfer of data can be national or European. Said data will not be disclosed;
8. The data will be processed until the conclusion of the existing relationship and until completion of the related accounting and administrative activities;
9. The data will be kept only for the time necessary to guarantee the legitimate interest of the parties for the entire duration of the purposes in this information note, and for the applicable legal deadlines further to the conclusion of the relationship itself. After processing, the data will be kept at least ten years in compliance with the accounting and tax obligations in force;
10. Please contact the Data Controller for any clarification about these topics, in the events of uncertainty regarding the nature of data and on the actions to be taken with regards to its treatment to email [celme@cert.assind.vi.it](mailto:celme@cert.assind.vi.it)
11. Please be informed that any interested subject has the right to request from the Data Controller confirmation as to whether or not the current processing of personal data concerning him and to obtain access to personal data concerning him and the information such as the purpose of the processing, the categories of personal data in question, the recipients to whom the personal data have been or will be communicated, in particular if recipients from other countries or international organizations, the retention period of the personal data provided or the criteria for determining this period, rectification, cancellation, limitations of processing or opposition from such treatment pursuant to articles from 15 to 22 of Regulation (EU) 2016/679;
12. If you believe that the processing of your data violates the provisions of the Regulation, you have the right to complain to the Data Protection Supervisor in accordance with the provisions of art. 77 of the Regulation itself.

The full text of articles 7, 8, 9, 12, 13, 14 and from 15 to 22 of Regulation (EU) 2016/679, of Legislative Decree 196/03 revised by Legal Decree 101/18 regarding the protection of subjects with regard to the processing of personal data and to the free movement of such data, is available at our offices and also on the website [www.garanteprivacy.it](http://www.garanteprivacy.it).

We therefore request your written consent to these processing operations and subsequent communications, as well as your commitment to inform us promptly of any changes in the data in our possession, sending us a copy of this information signed and stamped for acceptance and confirmation, at your earliest convenience.

Montebello Vicentino (VI)/IT, 17.06.2019

Data controller  
**CELME SRL**