

Average reading time: 2 min. 25 sec.

In accordance with article 13 of Legislative Decree no. 196 dated 30/6/2003, and with regard to the personal data which is to be processed, we hereby inform you of the following:

1) The information is collected for the following purposes:

- execution of the obligations resulting from an agreement of which you are a party or to comply, prior to execution of the agreement, with your specific requests;
- compliance with the requirements of laws, regulations and EU directives;
- customer management (customer administration, contracts, orders, deliveries and invoices administration, control of reliability and solvency);
- management of disputes (contractual defaults, warnings, transactions, debt recovery, arbitrations, judicial disputes).

2) With regard to the above-mentioned purposes, the processing of the personal data takes place by using the following instruments:

- paper
- electronic
- telematic

The processing is carried out in order to guarantee data security and confidentiality in compliance with the procedures and requirements provided under article 11 of Legislative Decree 196/03 and it will include all operations necessary for the processing in question, including communication with the subjects under point 7) below, as well as distribution within the areas referred to under point 6) of the present notice.

3) This notice applies to data:

- collected directly from the interested person (art. 13, par. 1)
- collected from third parties (art. 13, par. 4)
- obtained by us from public records, lists, deeds or documents accessible by anyone (art. 24, par. 1, item c) within the limits and in the manner established by the regulations regarding its public knowledge.

4) Provision of the data:

- is obligatory on the basis of laws, regulations and EU directives;
- conditions the possibility to comply with the contractual obligations undertaken.

5) Any partial or total refusal by you will result in us being unable to:

- keep to the agreement;
- effectively comply with the contractual obligations undertaken.

6) The above-mentioned data may be:

- transferred
- communicated solely to the following categories:
 - postal and shipping companies
 - banks and credit institutions
 - debt recovery agencies
 - law firms
 - business consultants
 - insurance companies
 - companies for the repair/maintenance of IT equipment
 - professional firms and/or companies and/or entrepreneurs and companies associations who provide us with particular accounting and/or fiscal services etc.

7) The following parties may become aware of the data provided since they are either in charge or responsible for the data processing:

- executives and directors
- administrative personnel

- IT equipment maintenance and/or repair personnel
- personnel for surveying and performance of services
- accounting and billing personnel
- personnel for marketing of goods/services
- customer satisfaction survey personnel

8) The person concerned with the processing of the data in question has the right to:

- receive confirmation, in a legible manner and free of charge, of the existence or otherwise of his/her data held by us;
- obtain updating and correction or addition to the data or its block/cancellation due to violation of the law or termination of the need for it to be held;
- oppose the processing for legitimate reasons.

9) The Data Controller for the information in question is ALUMAT SRL. The person responsible for the processing is the company's legal representative.