

Data Controller

FM FILTER-MONZA SRL

VIA U.BOCCIONI 7

Tax Identification Code 02106930965 - VAT Number 02106930965

Tel. 039 834707 - Fax 039 836013

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HOW WE USE YOUR DATA

(Article 13 of Legislative Decree 196/2013 and Articles 13 and 14 of EU Regulation 2016/679)

We wish to provide you with some information on the methods and purposes related to the processing of your personal data.

1. Nature and provision of data

The provision of personal data to FM FILTER-MONZA SRL is essential for fulfilling the contract/mandate. Therefore, if you refuse to provide the data needed, the contract/mandate cannot be processed or will be immediately terminated due to your actions and default.

2. Processing purpose

We inform you that your personal data will be used for the following processing purposes:

- Active invoicing (Estimates, Contracts, Orders, Transport Documents, Mandates, Fee notes, Invoices), Data retention period: 12 years
- General accounting and VAT management, Data retention period: 10 years
- Sending of separate invoices and bank advances, Data retention period: 10 years
- Management of depreciable assets, Data retention period: 10 years
- Evaluation of company performance and comparisons between companies (Financial Analysis, Basel II, Benchmarking), Data retention period: 10 years
- CRM (Customer Relationship Management), Data retention period: Not defined
- Management control system, Data retention period: Not defined
- Production planning and control, Data retention period: Not defined
- Customer accounting management and credit recovery, Data retention period: 10 years
- Direct marketing, Data retention period: Not defined
- Marketing and professional training events within the territory and over the Internet, Data retention period: Undefined

connected to the implementation of legislative or contractual obligations:

- The data subject has given consent to the processing of his or her personal data for specific purposes

- Processing for implementation of a contract of which the data subject is a party or pre-contractual measures
- Processing for the fulfilment of a legal obligation to which the data controller is subject

The data controller FM FILTER-MONZA SRL will process your personal data only if required for the objective of the purposes mentioned above, and in compliance with the provisions of the current legislation on the protection of personal data and following the provisions of the general authorizations of the Authority for the protection of personal data.

3. Processing Methods

The data subject's personal data, in particular:

- Name, Tax Identification Number, VAT, addresses, e-mail, credentials, other identifying data - Data Category: Identification data - Personal data: common
- Economic and financial data - Data Category: Economic data - Personal data: common
- Bank details - Data Category: Identification data - Personal data: common
- Work-related data - Data Category: Identification data - Personal data: common

will be processed with a very high level of security. All the protection measures indicated by the legislation on personal data protection and by the applicable legislation as well as those determined by the Data Controller are implemented.

The data will be processed by the authorised categories indicated below:

- Internal data processing officer/sub-officer
- Internal data processing assistant
- External data processing assistant

4. Data dissemination and transfer

In addition to the subjects mentioned above, the data collected by the Data Controller may be disseminated to:

- To the categories of subjects for whom communication is strictly necessary, functional, and compatible with the legal basis governing the processing of your data:
 - Banks, credit institutions and post offices
 - Interchange System (DSS)
 - Professionals external to our company, when this dissemination is needed for the fulfilment of the mandate entrusted by you (e.g., notaries, accountants, accounting firms, employment consultants)

As part of the processing carried out by the subjects described above, your data may be transferred to third countries.

If strictly necessary for the aforementioned purposes, images (photographs, video-shots, audio-video recordings, etc.) of the data subject may also be processed. The processing of these images will take place in compliance with legal provisions. In all cases possible, obscuring his or her physical features ensures the anonymity of the data subject. Specific consent is requested from the data subject when processing images, also in accordance with the legal provisions on copyright, since, even in special cases, images relating to people whose face has been obscured may also allow them to be identified.

5. Automated decision-making process and profiling

Your data is not processed with:

- the use of automated decision-making processes
- the use of profiling techniques

6. Rights of the data subject

Data subjects have the rights set out in sections 2, 3 and 4 of Chapter III of Regulation (EU) 2016/679 (e.g., to ask the Data Controller: access to personal data and the correction or deletion of the same; limitation of processing, oppose processing). In particular, the Data subject has the right to:

- Obtain from the data controller confirmation that his or her personal data is being processed and, in this case, to obtain access to the personal data and the information required by Article 15 of Regulation (EU) No. 679 dated 2016;
- Obtain from the data controller the correction of inaccurate personal data;
- Obtain the deletion of personal data if this is no longer needed for the purposes for which it was collected or for which it was processed, or where further conditions are resorted to as per Article 17 of Regulation (EU) 679/2016 and provided that the conditions set forth in Article 17, paragraph 3 of Regulation (EU) 679/2016 do not exist;
- Obtain from the data controller the limitation of processing when: a) the data subject confirms the accuracy of personal data, for the period necessary for the data controller to verify the accuracy of such personal data; b) the processing is unlawful but the data subject opposes cancellation and instead applies the limitation measures or requests that the processing of the same occurs for the assessment or defence of his or her right in court;
- Receive his or her personal data in a structured format commonly used, and that can be read by an automatic device; if the data subject exercises this right, he or she has the right to request that the data controller transmit the aforementioned data directly to another data controller;
- Oppose the processing of his or her personal data if the conditions referred to in Article 21 of Regulation (EU) 679/2016, paragraph 2 are met.
- Propose a complaint to a supervisory authority. To exercise these rights, the data subject can contact:

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7. Storage of data

The personal data that you provide us with will be stored to carry out the agreed service and will be kept for the time necessary for the performance of the service. The data can be stored by:

- Storage within the data controller or officers' hardware systems;
- Archiving in accordance with the Digital Administration Code; in this case, the data controller will resort exclusively to subjects accredited pursuant to Article 29 of the DAC if the same is not done directly on the data controller's application systems

Definitions that help to understand the activity carried out by our company and the relationships between it and the data that you have provided us. Therefore you should know that pursuant to Article 4 of Regulation (EU) 679 of 2016, the following terms have the following definitions:

- personal data: any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person;
- special categories of personal data (or sensitive data): personal data revealing racial or ethnic origin, political opinions, religion or philosophical beliefs, trade union membership, and genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation;
- processing: any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction;
- controller: the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data; where the purposes and means of such processing are determined by Union or Member State law, the controller or the specific criteria for its nomination may be provided for by Union or Member State law;
- processor: a natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller;
- profiling: any form of automated processing of personal data consisting of the use of personal data to evaluate certain personal aspects relating to a natural person, in particular to analyse or predict aspects concerning that natural person's performance at work, economic situation, health, personal preferences, interests, reliability, behaviour, location or movements;
- pseudonymisation: the processing of personal data in such a manner that the personal data can no longer be attributed to a specific data subject without the use of additional information, provided that such additional information is kept separately and is subject to technical and organisational measures to ensure that the personal data are not attributed to an identified or identifiable natural person.