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## STATEMENT REGARDING THE PROCESSING OF PERSONAL DATA

Pursuant to Art. 13 of the European Regulation GDPR EU 679/2016 and Italian Leg. Dec. 101/2018, the MOLLIFICIO RENZO SCOTTI S.r.l. (VAT no. 00703180968), with head office in Lissone (Province of Monza and Brianza, Italy), Via Pietro da Lissone 59, acting as DATA CONTROLLER, hereby provide information regarding the processing of your personal data, submitted by you through interaction with our company by e-mail or by agreeing a contract for supply of goods or provision of technical services

### 1. WHAT PERSONAL DATA DO WE PROCESS?

The data strictly necessary for the stipulation and performance of contracts with our customers, and to satisfy your requests in general. The personal data normally collected include: name and surname, e-mail address, telephone number, postal address where the services are provided, VAT no., Tax Code, and bank coordinates when required for accounting/administrative procedures.

We do not knowingly process personal data previously defined as "sensitive" and able to reveal racial or ethnic origins, religious convictions, philosophical views, political opinions, membership of political parties, trade unions, associations, or any organizations of a religious, philosophical, political, or trade union nature, or the state of health and sexual behaviour of the interested party. We therefore request that you do not communicate any such information to us.

### 2. FOR WHAT PURPOSES DO WE PROCESS PERSONAL DATA?

- Contractual purposes, in order to satisfy your requests for services, actions and/or material supplies object of a contract. Obviously, your failure to provide personal data would make it impossible for us to provide any services or satisfy your requests for material goods. The same might occur as a consequence of communicating incorrect or incomplete data, making it impossible for us to agree a contract with you, take any actions, or provide services or material goods object of your requests.

- Promotional purposes, when we might wish to retain your personal data in order to inform you of promotional initiatives. These include, for example, the dispatch of information regarding our new products and/or services, events, congresses, presentations, etc. This information may be communicated to you by traditional means (telephone call from an operator, dispatch of printed advertising materials by post) or by automated means (SMS, e-mail). In all cases we will request your explicit consent specifically for the processing of personal data for promotional purposes, and you are free to withdraw this consent at any time. If you do not authorize us to retain your personal data for promotional purposes you can still make use of our contractual services.

### **3. HOW LONG WILL MY PERSONAL DATA BE RETAINED?**

- Data collected for contractual purposes are processed and retained for all the time necessary for the performance of the contract.
- Data collected exclusively for promotional purposes are retained for a maximum period of 24 months.
- For other purposes, like for example accounting/tax reasons, data is retained for the time required under current Italian legislation.

### **4. IN WHAT WAYS DO WE PROCESS PERSONAL DATA?**

Personal data are mainly processed using automated digital instruments but they can also be processed using traditional means (e.g. recording in written paper registers). In all cases we implement constantly updated measures to secure the processing and storage of personal data.

### **5. IN ADDITION TO THE DATA CONTROLLER, WHO HAS ACCESS TO THE PROCESSED PERSONAL DATA?**

All the Data Processors, including:

- Employees of the Data Controller, nominated as internal processors or external processing agents, as well as system operators.
- The Data Controller's external collaborators, including professional figures (legal solicitors, accountants) or service providers (e.g., banks and financial institutions, insurance companies, public administrations), all acting as external processors, entrusted with data processing for specific purposes.

### **6. ARE THE COLLECTED DATA TRANSFERRED TO OR COMMUNICATED TO THIRD PARTIES?**

No, except when the collected personal data have to be communicated to legal authorities in the cases expressly provided for in law without the consent of the interested party.

In the eventuality that we intend to transfer or communicate your personal data object of processing to third parties identified expressly or in terms of general categories (e.g. banks and financial institutions, credit control companies, e-mail advertising dispatch platforms), we must first obtain your prior explicit and specific consent.

Apart from the hypothetical cases described above, personal data are not transferred or communicated to third parties.

## **7. WHAT SPECIFIC RIGHTS DO I HAVE?**

The interested party in the processing of personal data can exercise the rights pursuant to the principle defined in Art. 12 "Transparent information, communication and modalities for the exercise of the rights of the data subject", as set out in Arts. 15-22 of the GDPR, to:

- Access the personal data submitted to us.
- Correct, limit, modify, extend, cancel, or render anonymous submitted personal data.
- Transfer submitted data to another data controller (data portability).
- Oppose the processing of submitted personal data.

Consent for processing can be withdrawn when foreseen in law, but this does not compromise the legitimacy of processing conducted prior to withdrawal.

The interested party may exercise the above rights by writing an e-mail to the following address: [info@mollificioscotti.it](mailto:info@mollificioscotti.it).

The interested party is also entitled to submit complaints to the Italian Personal Data Protection Authority ([www.garanteprivacy.it](http://www.garanteprivacy.it)).

## **8. MINORS**

The services provided by the Data Controller are not available to minors under 18 years and the Data Controller does not intentionally collect personal information of minors. If personal information about a minor should happen to be involuntarily recorded, the Data Controller would immediately cancel the same on request from users.

## **9. DATA CONTROLLER, PROCESSORS, AND AGENTS**

The Data Controller is MOLLIFICIO RENZO SCOTTI S.r.l.

The updated list of data processors and agents is filed at the Data Controller's head office.

## **10. MODIFICATIONS TO THE PRESENT STATEMENT**

The present Statement may be emended. You are advised to check regularly for updates and to refer to the most recent version.

Latest update: 25 January 2019