

## INFORMATION FOR CLIENTS

**Dear Interested Party,** we wish to inform you that the "European Regulation 2016/679 relating to the protection of natural persons with regard to the Processing of Personal Data, as well as the free circulation of such data" (hereinafter "GDPR") provides for the protection of natural persons with regarding the processing of personal data as a fundamental right. Therefore, **Recodi Technology Srl** pursuant to Article 13 of the GDPR, provides you with the following information:

**A. DATA CATEGORIES:** object of the processing may be your personal data such as identification data, personal data, contact data and accounting data.

**B. DATA CONTROLLER:** The data controller is Recodi Technology Srl with headquarters in via Fermi n.12 – 24050 Palosco (BG), Tel. +39 035 845495 – e-mail: [info@recodi.it](mailto:info@recodi.it)

**C. SOURCE OF PERSONAL DATA:** the personal data held by the Data Controller are collected directly from the interested party.

**D. PURPOSE OF DATA PROCESSING AND LEGAL BASIS:** personal data are processed by the Data Controller for the following purposes:

- 1. Purposes related to legal obligations.**
- 2. Purposes related to the management of the contractual and/or pre-contractual relationship and the provision of products/services:** establishment, management and termination of the contractual and commercial relationship; fulfillment of accounting and tax obligations; dispute management; provision of services; communication of your data to any partners of the Data Controller for the performance of contractual and/or pre-contractual obligations.
- 3. Purposes related to the legitimate interest of the Data Controller:** Soft Spam - offer you products, services and benefits similar to those purchased.

**E. RECIPIENTS OF THE DATA:** the limits relevant to the purposes, your data may be communicated to various recipients such as public and private bodies by law or communicated to subjects functional to achieving the purposes set out above, internal and external to the Data Controller such as, but not limited to, collaborators, freelancers professionals, insurance companies, insurance intermediaries, law firms, technical partners, banking institutions, transport companies...

**F. TRANSFER OF DATA TO THIRD COUNTRIES:** the data collected are not transferred to third countries outside the European Community.

**G. STORAGE PERIOD:** the data collected will be stored for a period of time not exceeding the achievement of the purposes for which they are processed ("conservation limitation principle", art.5, GDPR) or according to the deadlines established by law. Verification of the obsolescence of the data stored in relation to the purposes for which they were collected is carried out periodically.

**H. RIGHTS OF THE INTERESTED PARTY:** the interested party always has the right to request from the Data Controller access to his/her data, the rectification or cancellation of the same, the limitation of the processing or the possibility to oppose the processing, to request the portability of the data, to revoke the consent to the processing asserting these and other rights provided by the GDPR by simple communication to the Data Controller. The interested party can also lodge a complaint with a supervisory authority.

**I. OBLIGATION TO COMMUNICATE DATA:** for the purposes indicated above, the communication of personal data is a mandatory requirement, except for the purposes based on consent for which the communication of data is optional and its refusal will not compromise in any way the provision of the service. Furthermore, you can always communicate your wish to no longer receive communications referred to in point D 3 (soft spam).

**K. DATA PROCESSING METHODS:** the personal data provided by you will be the subject of processing operations in compliance with the aforementioned legislation and the confidentiality obligations which inspire the Data Controller's activity. The data will be processed both with IT tools and on paper supports and on any other type of suitable support (e.g. cloud systems, digital archiving and substitute conservation systems, ...), in compliance with adequate technical and organizational security measures envisaged by the GDPR.