

**Subject: information on the processing of personal data, in accordance with Article 13 of the regulation 2016/679/UE**

Dear customer,

The following is to inform you that our firm will process your personal data. The processing will be operated in compliance with reg. 2016/679/UE of the European Authority for the Protection of Personal Data in force from 25th (From now G.D.P.R.). According to the legislation the processing of data has to be based on fairness, lawfulness and transparency, and must guarantee your privacy and rights.

Data controller is Sitem S.r.l., in the person of its legal pro tempore representative, Mr. Stefano Turrina, which is based in Via A. Volta 4/C – 37062 Villafranca di Verona (VR) tel: 045/8600997, Email: [sitem@sitemautomazione.com](mailto:sitem@sitemautomazione.com)

Personal data and particulars transmitted are used for the following activities:

For the completion of the contract: they are necessary in order to complete pre-contractual, contractual, fiscal and accounting obligations, deriving from the relationship with you and needed to accomplish the obligations deriving from law, regulations or authorities. They are also necessary in order to manage commercial relationship at best and in the necessary measure to fulfil the requested operation or service.

In this case the conferment is mandatory, data is gathered without your express consent (in compliance with art. 6.1.lett.b) G.D.P.R.); If otherwise the data controller can't proceed to the execution of the contract.

Data processing methods

Personal data is processed by the data controller and nominated responsible in order to accomplish the finality of point n.2) with the aid of automated instruments and paper archives. Special security measures serve to avoid loss of data, illegal or incorrect use of the data, and unauthorized access.

Communication: fiscal/accounting data might be communicated to third parties/subject who are nominated by the data controller in order to accomplish a task as for example: business consultant, credit institution and external professionals related to the firm. Personal data related to communication means (email, telephone, etc.) will be used, if consent is given, by internal appointed people.

We do not foresee the transmission of data to third countries, extra U.E and we do not foresee the diffusion of data (es. Social networks, websites, etc.). The data controller doesn't use any automated process, including profiling, in order to accomplish the finality of this document.

The data controller will handle the personal data for a period of time that is absolutely necessary for fulfilment of the intended purposes, and in any case not longer than 10 years.

The person concerned also has the right to ask the data controller access to its own data or the deletion of it, or the limitation of the processing, it also has the right to oppose to the processing and ask for the portability of the data itself. The request has to be done per email or fax or registered mail with subject "richiesta da parte dell'interessato" specifying in the request the right that the person concerned wants to exercise (cancellation, ratification, portability, oblivion) together with a valid email/pec to which a response will be sent. The data controller, or whomever has the same role, will proceed in satisfying these requests within 30 days from reception. In case the answer is complicated, the period might be more than 30 days, but an informative email will be sent to the person concerned. If you feel that it's appropriate, you can assert your rights to the proper controlling authority, namely the National Privacy guarantor with seat in Palazzo Monte Citorio 121, Roma.

#### Acknowledgement

This information is produced in compliance with Article 13 of the regulation 2016/679/UE, which claims to have understood the finality of the data processing.