

## PRIVACY POLICY PURSUANT TO 13-14, GDPR, EU/2016/679

European Regulation EU/2016/679 (hereinafter referred to as the "**Regulation**") establishes rules concerning the protection of individuals with regard to the processing of personal data, as well as rules concerning the free movement of said data. In compliance with the principle of transparency provided for by Article 5 of the Regulation, **FARCON SRL** Via Fontanella 10 22070 Cagno (Co), in its capacity as Data Controller, provides you with the information required by Articles 13 and 14 of the Regulation.

### Reasons for Data Processing

The processing of your personal data will be based on principles of correctness, lawfulness and transparency, protecting your privacy and rights in accordance with the company/organisation's privacy policy. The organisation/company also agrees to process your data in compliance with the principle of "minimisation," and by only acquiring and processing the data deemed necessary for the following purposes:

- ◇ For **CUSTOMER DATABASE** data processing:
  - a) Complaints management
  - b) Customer contract management
  - c) Debt collection
  - d) TAX AND ACCOUNTING DATA MANAGEMENT

Processing	CUSTOMER DATABASE	
Criteria	Purpose	Consent
Data processing is necessary for the execution of contracts in place with the individual or for the execution of pre-contractual measures at the request of the same.	<ul style="list-style-type: none"> <li>• Complaints management</li> <li>• Customer contract management</li> <li>• Debt collection</li> <li>• TAX AND ACCOUNTING DATA MANAGEMENT</li> </ul>	In relation to the relative purposes, data processing may be carried out without your consent.

The provision of your personal data and consent to processing is mandatory for the following purposes:

- ◇ For **CUSTOMER DATABASE** data processing:
  - a) Complaints management
  - b) Customer contract management
  - c) Debt collection
  - d) TAX AND ACCOUNTING DATA MANAGEMENT

and your refusal to provide said data will result in a failure to stipulate contracts.

## Data Processing Methods

The processing of your personal data will be carried out using paper-based and computerised methods in compliance with the provisions on the protection of personal data and, in particular, the appropriate technical and organisational measures pursuant to Article 32.1 of the Regulation, in full observance of all precautionary measures guaranteeing integrity, confidentiality and availability.

## Data Source

Processing	CUSTOMER DATABASE	
DATA COLLECTED FROM THE INDIVIDUAL	DATA COLLECTED FROM THIRD PARTIES	
	TYPE OF DATA	SOURCE
Customers		

## Recipient Categories

Your personal data may be sent to the following individuals or categories of individuals in strict relation to the purposes indicated above:

◇ For **CUSTOMER DATABASE** data processing:

- a) Lawyers
- b) Banks
- c) Consultants and freelancers, including associates
- d) Employees

We also inform you that:

- the communication of your data to the subject categories referred to in letters a), b) and c) constitutes a legal obligation with which the Data Controller must comply;
- the communication of your data to the categories of individuals referred to in letters a), b), c) and d) is necessary to implement the contract you belong to.

In relation to these recipient categories, the Data Controller agrees to rely exclusively on individuals who provide adequate guarantees regarding data protection, and will appoint them as Data Processors pursuant to Article 28 of the Regulation. The list of Data Processors is available from the organisation/company and will be available upon the sending of a request to the Data Controller.

Your data will be processed exclusively for the purposes mentioned above by employees and/or collaborators belonging to the organisation/company in question, specifically authorised and instructed by the Data Controller pursuant to Article 29 of the Regulation.

Your personal data will not be disclosed, except where required by a legal, regulatory or community legislation.

## Transfer of Personal Data

◊ For **CUSTOMER DATABASE** data processing:

Your personal data will not be transferred to non-European countries or to international organisations.

## Retention Period

Processing	CUSTOMER DATABASE	
DATA CATEGORIES	RETENTION PERIOD	REGULATION REFERENCES
Invoices	10 years	Article 5.1(e) of EU Regulation 2016/679 Criteria for determining personal data retention periods
Company details, contact details (telephone number, email address, etc.), accounting and tax data, technical data (drawings, information on materials ...)	Storage in a form that allows the identification of subjects for a period of time necessary to achieve the purposes for which data is processed. Article 5.1(e) of EU Regulation 2016/679.	Article 5.1(e) of EU Regulation 2016/679 Criteria for determining personal data retention periods

## User Rights

You can exercise your rights pursuant to Articles 15-22 of the Regulation at any time.

You have the right to request the following at any time:

- access to your personal data;
- data to be corrected if inaccurate;
- its deletion;
- the limitation of data processing.

You also have the right:

- to oppose data processing if processed in pursuit of the Data Controller's legitimate interest, if you consider your fundamental rights and freedoms to have been violated;
- to withdraw your consent at any time in relation to the purposes for which it is necessary;
- to the portability of your data, i.e. the right to request and receive your personal data in a structured, commonly used and readable format on an automatic device.

## Data Controller Identity and Contact Details

◇ For **CUSTOMER DATABASE** data processing

- The Data Controller is: **FARCON SRL**, with registered office at: 10, Via Fontanella Cagno (CO), 22070 - Tel.: +39 031 806827, Email: [farcon@farcon.it](mailto:farcon@farcon.it)

## Statement of privacy policy acknowledgement and consent to the processing of personal data pursuant to Articles 7, 13 and 14 of EU Reg. 2016/679

The undersigned Mr/Ms \_\_\_\_\_, born in \_\_\_\_\_, on \_\_\_/\_\_\_/\_\_\_\_, and living in \_\_\_\_\_ on \_\_\_\_\_ Street, in his/her capacity as a subject involved in the processing of personal data pursuant to Article 3 of EU Reg. 2016/679

### DECLARES

- a) to have received the information pursuant to Article 13-14 of EU Regulation 2016/679 for the processing of the **CUSTOMER DATABASE** from Data Controller **FARCON SRL** concerning the processing of personal data for the purposes listed in this privacy policy.

Date and Place \_\_\_\_\_

The party concerned \_\_\_\_\_