

Information on the Processing of Personal Data

(pursuant to Articles 13 – 14 of EU Regulation 2016/679 and Legislative Decree 196/2003 in the light of Legislative Decree 101/2018)

Dear Data Subject,

Below you will find important information that we need to bring to your attention, not only because it is an obligation imposed by law but also because transparency and propriety when dealing with data subjects are of fundamental importance to our business.

The Controller of the Processing of your personal data is **Livingcap S.r.l.**, responsible to you for the legitimate and correct use of your personal data. You can contact it for any information or enquiries at the following addresses:

Controller of the Processing: **Livingcap S.r.l.**

Registered Office: **Via Mirabella 51 - 36042 Breganze (VI), IT**

Contacts and addresses:

Telephone	+39 0445 300455
E-mail	privacy@livingcap.com
Web-site	www.livingcap.com

The reference legal bases and purposes behind the collection and processing of your personal data have been set out below:

Processing: Sale

Purpose	Data Processed	Legal basis	Duration
Promotional activities	Name, address or other elements of personal identification; Contact data (telephone number, e-mail, etc.)	The Controller's legitimate interest in the promotion of goods and services	10 years from the year of performance of the service
Offer of goods and services	Name, address or other elements of personal identification; Contact data (telephone number, e-mail, etc.)	Pre-contract, contract	10 years from the year of performance of the service

Recipients: Your data will not be communicated to any recipient.

Processing: Customer Management

Purpose	Data processed	Legal basis	Duration
Customer Management	Tax code and other personal identifying numbers; Name, address or other elements of personal identification; Contact data (telephone number, e-mail, etc.)	Contract	10 years from the year of cessation of the last contract

Recipients: Your data may be communicated to consultants and free-lance professionals working individually or in associated practices, to banks and credit institutions, companies and businesses.

Processing: Reception

Purpose	Data processed	Legal basis	Duration
Monitoring of people entering the business	Name, address or other elements of personal identification; Contact data (telephone number, e-mail, etc.); Declared profession	Controller's legitimate interests	1 year from the year on which the data was acquired

Call filtering	Name, address or other elements of personal identification; Contact data (telephone number, e-mail, etc.); Declared profession	Controller's legitimate interests	1 year from the year on which the data was acquired
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Recipients: Your data will not be communicated to any recipient.

Processing: Accounting

Purpose	Data Processed	Legal basis	Duration
Maintenance of Accounting Records	Tax code and other personal identifying numbers; Name, address or other elements of personal identification; Economic, commercial, financial and insurance activities.	Legal obligation	10 years from the relevant accounting period
Tax obligations	Tax code and other personal identifying numbers; Name, address or other elements of personal identification; Economic, commercial, financial and insurance activities.	Legal obligation	10 years from the relevant accounting period

Recipients: Your data may be communicated to consultants and/or free-lance professionals working individually or in associated practices.

Processing: Billing and transport documents

Purpose	Data Processed	Legal basis	Duration
Shipping goods	Name, address or other elements of personal identification	Contract	10 years from the year of performance of the service

Recipients: Your data will not be communicated to any recipient.

Processing: Management control

Purpose	Data Processed	Legal basis	Duration
Internal control services	Tax code and other personal identifying numbers; Name, address or other elements of personal identification; Economic, commercial, financial and insurance activities; Job (current and previous job, curriculum etc.); Position with the business	The Controller's legitimate interest in conducting analytical checks on economic and financial management	10 years from the year of performance of the service

Recipients: Your data will not be communicated to any recipient.

Processing: Marketing

Purpose	Data Processed	Legal basis	Duration
Marketing (market analysis and research)	Tax code and other personal identifying numbers; Name, address or other elements of personal identification; Economic, commercial, financial and insurance activities; Contact data (telephone number, e-mail, etc.)	Consent	Up to revocation of consent. The data will be stored for 10 years from the year in which the consent was revoked

Sending of information and/or advertising material including by telephone and internet	Tax code and other personal identifying numbers; Name, address or other elements of personal identification; Economic, commercial, financial and insurance activities; Contact data (telephone number, e-mail, etc.)	Consent	Up to revocation of consent. The data will be stored for 10 years from the year in which the consent was revoked
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Recipients: Your data may be communicated to pension and social security bodies, banks and free-lance professionals including in the form of partners, companies and businesses. Communications to some of the above may be effected only when there is a contractual and/or legal obligation.

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In addition to the above information, to ensure that the processing of your data is as correct and transparent as possible, you should be aware of the fact that:

- Except for those purposes based on consent, the provision of your data is a necessary requirement, otherwise it will not be possible to supply the goods or perform the service requested;
- You have the right to ask the Controller of the Processing for access to your personal data and their rectification or erasure, to limit the processing regarding yourself or to oppose the processing altogether;
- If you have given your consent for one or more specific purposes, you have the right to revoke such consent at any time;
- You have the right to present a complaint to the following Regulatory Authority: *Garante per la protezione dei dati personali* (Personal Data Protection Guarantor);
- The data will be processed by automated, semi-automated and non-automated procedures;

Where indicated by the above Information you are legally obliged to provide your data, otherwise you may be subject to penalties as imposed by law.

Breganze (VI), 19/09/2018

Signature of the Controller of the Processing
Livingcap S.r.l.
