

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 **Labrenta 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 Processing: **Labrenta S.r.l.**

Registered Office: **Via Dell’Innovazione 2 - 36042 Breganze (VI), IT**

Contacts and addresses:

Telephone	0445873382
E-mail	privacy@labrenta.com
Web-site	www.labrenta.com

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

Processing: Purchases

Purpose	Data processed	Legal basis	Duration
Activities involving the purchase of goods and services	Name, address or other elements of personal identification; Contact data (telephone number, e-mail, etc.)	Contract	10 years from performance of the service

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

Processing: Supplier Management

Purpose	Data processed	Legal basis	Duration
Supplier 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 cessation of the last contract

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

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 free-lance professionals working individually or in associated practices.

Processing: Acceptance

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 may be communicated to 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.

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
Labrenta S.r.l.
