

Information on data processing pursuant to Article 13 of EU Regulation 2016/679

Data Controller

TECRA S.r.l.

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Contact Details

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P.E.C.: info@pec.tecrasrl.it

All personal data that will be exchanged between the Parties during the performance of the Contract will be processed solely for the purposes indicated below, as well as in compliance with legal obligations, EU legislation and/or prescriptions of the Data Protection Authority, and will be processed, with manual and/or automated methods, according to principles of lawfulness and fairness and in such a way as to protect confidentiality and recognized rights, in compliance with adequate security and protection measures for data, including sensitive data or data suitable for revealing health status, provided for by the Privacy Code and EU Regulation no. 2016/679.

You communicate your personal data for the management of your requests and any other related activity. In this sense, therefore, you assume the role of Data Subject. We therefore ask you to read this privacy notice, remembering that for any doubts or other information, you can contact the Data Controller at the contact details indicated above.

1. Types of data processed

The Controller will process the personal data of the Data Subject (Art. 4.1 of the Regulation) collected in the context of the contract and/or for the purpose of concluding it, including - by way of example and not limited to - name, surname, telephone, email address and in general the data necessary for the conclusion of the contract (bank references, residence/registered office address).

In case of change of contact details, it is the Data Subject's responsibility to communicate the updated data to the Data Controller without delay.

The Controller will process data only to the extent that they are necessary in relation to the purposes indicated below and mandatory by law. There is no automated decision-making process.

2. Purpose, legal basis and optional nature of processing

The personal data of the Data Subject will be processed for the following purposes:

	Processing	Legal Basis	Retention Period
A	Contract management, customer management in company databases, managing appointments and other requests of the Data Subject	Performance of a contract to which the data subject is party or performance of pre-contractual measures taken at the data subject's request (Art. 6.1.b GDPR)	10 years, unless different terms provided by law

	Processing	Legal Basis	Retention Period
B	Invoicing and other related accounting and tax obligations	Compliance with a legal obligation to which the controller is subject (Art 6.1.c GDPR)	10 years, unless different terms provided by law
C	- Keeping accounting records - Tax compliance - Fulfillment of any legal obligations	Compliance with a legal obligation to which the controller is subject (Art 6.1.c GDPR)	10 years, unless different terms provided by law
D	Internal statistical analysis	Legitimate interest of the Data Controller (Art. 6.1.f GDPR)	10 years, unless anonymization or different terms provided by law
E	Litigation management	Pursuit of the legitimate interest of the Controller aimed at defending a right in administrative and judicial proceedings (Art. 6.1.f GDPR)	10 years, unless different terms provided by law
F	Sending of own advertising material or commercial communications relating to products or services similar or analogous to those covered by the contract	Legitimate interest of the Data Controller (Art. 6.1.f GDPR)	Until cancellation/opposition request by the Data Subject

The provision by the Client of their personal data for the purposes referred to in **points A-E** of this paragraph is optional, but failure to do so will make it impossible to execute the contract.

The provision by the Data Subject of their personal data for the purpose referred to in **point F** of this paragraph is **optional, free, revocable**. There are no consequences in case of opposition to processing by the Data Subject. The Data Subject may object to the processing referred to in point D at any time, easily and free of charge, by writing to the contact details indicated above.

The personal data of the Data Subject are stored in paper, computer and telematic archives located in countries where the GDPR is applied. The Data Subject's personal data are stored only for the time necessary for the purposes for which they were collected, respecting the principle of minimization referred to in Art. 5.1.c of the GDPR.

3. Recipients and transfer of personal data

The personal data of the Data Subject may be shared with:

- internal personnel authorized to process the Controller's personal data (e.g. employees);
- consultants and credit institutions for accounting-administrative purposes, companies providing newsletter management and sending services and commercial communications, CRM, contracting companies in case of assignment of work, even partial, to external companies and other Data Processors specifically identified and appointed;

- subjects, entities or authorities to whom it is mandatory to communicate the Data Subject's personal data by virtue of legal provisions or authorities' orders.

The transfer of the Data Subject's data to non-EU countries takes place only in compliance with Chapter V of the GDPR (Articles 44-50 GDPR). In particular, the transfer is based on:

- adequacy decisions of the European Commission, pursuant to Art. 45, paragraph 1, of the GDPR (when the Commission has determined that a third country ensures an adequate level of data protection).
- Standard Contractual Clauses (SCC) adopted by the European Commission, pursuant to Art. 46, paragraph 2, letter c), of the GDPR, together with the adoption of any supplementary measures necessary to ensure a level of protection substantially equivalent to that of the European Union.

4. Privacy rights pursuant to Articles 15 et seq. of the Regulation

The Data Subject has the right to ask the Controller, at any time, for access to their data, updating, rectification, integration, cancellation, to request limitation of processing or to obtain in a structured format, commonly used and readable by automatic device, the personal data concerning the Data Subject in the cases provided for by art. 20 of the Regulation.

We also inform you that the Data Subject has the right to object to processing, pursuant to art. 21 of the Regulation, for legitimate reasons, to the processing of data, initially or on the occasion of subsequent communications to such processing. Requests must be submitted in writing to the Controller at the contacts indicated in the header. In any case, the Data Subject always has the right to lodge a complaint with the competent supervisory authority (Data Protection Authority), pursuant to art. 77 of the Regulation, if they believe that the processing of their data is contrary to current legislation.