










**INFORMATION NOTE REGARDING THE PROCESSING OF PERSONAL DATA
RELATED TO CONTRACTS WITH CUSTOMERS
PURSUANT TO (EU) REGULATION 2016/679 (“GDPR”)**

	DATA CONTROLLER	Tecnoservizi Ambientali S.r.l. Via San Bernardino, 92 – 24126 Bergamo - IT ta_privacy@siad.eu (“Company”)
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	PERSONAL DATA PROCESSED <p>“Data” means those relating to natural persons processed by the Company for the stipulation and execution of the contractual relationship with its customers/legal entity clients (“Customers”), such as those of the legal representative who signs the contract in the name and on behalf of the Customer, as well as the Customer's employees/consultants involved in the operations referred to in the contract. In the latter case, the source from which the Data comes is the Customer.</p>
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	PURPOSE OF PROCESSING		LEGAL BASIS FOR THE PROCESSING		DATA RETENTION PERIOD
	Purposes related to the establishment and execution of the contractual relationship between the Customer and the Company. It should be noted that a badge will be provided to the Customer's employees who will be going to the headquarters or to one of the Company's plants. The access information can also be used to verify contractual obligations with the Customer.		Execution of the contract for the legal representative's Data. Legitimate interest in the Data of the Customer's employees/consultants involved in the operations referred to in the contract.		Contractual duration and, after termination, 10 years. In the case of judicial litigation, for its entire duration, until the exhaustion of the enforceability terms of the appeals.
	Implementation of administrative and accounting obligations - such as accounting and treasury management, invoicing (for example invoices check and recording), in compliance with the requirements of current legislation.		Need to fulfill a legal obligation to which the Company is subject.		
	Out-of-court recovery of debts		Legitimate interest		
	If necessary, to ascertain, exercise or defend the data controller's rights in court		Legitimate interest		
After the above mentioned retention periods, the Data will be destroyed or made anonymous, in accordance with the technical cancellation and backup procedures.					

	DATA PROVISION <p>The provision of Data is mandatory for the conclusion of the contract and/or for its execution. The refusal to provide the Data does not therefore allow the contractual relationship and/or the fulfillment of the consequent obligations.</p>
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	<p>RECIPIENTS OF THE DATA</p> <p>The Data may be communicated to external parties operating as Data Controllers, for example, authorities and supervisory and control bodies and in general parties, public or private, entitled to request the Data.</p> <p>The Data may be processed, on behalf of the controller, by external parties designated as Data Processors, who perform specific operations on behalf of the controller, for example, accounting, tax and insurance obligations, correspondence mailing, management of receipts and payments, etc..</p>
	<p>PARTIES AUTHORIZED FOR DATA PROCESSING</p> <p>The Data may be processed by employees of the company departments responsible for the pursuit of the above mentioned purposes, who have been expressly authorized to process and who have received adequate operating instructions.</p>
	<p>RIGHTS OF THE CONCERNED PARTY – COMPLAINTS TO THE CONTROL AUTHORITY</p> <p>By contacting the Company by e-mail at the address ta_privacy@siad.eu, the concerned party can ask the Company for access to the data concerning him/her, their deletion, the correction of inaccurate Data, the integration of incomplete Data, the deletion of Data, the limitation of processing in the cases provided for by art. 18 of the GDPR, and oppose the processing carried out for legitimate interest of the Data Controller.</p> <p>Furthermore, if the processing is based on consent or on the contract and it is carried out using automated tools, the concerned party shall have the right to receive the Data in a structured, commonly used and automatically readable form, and, if technically feasible, to transmit them to another controller without impediments.</p> <p>The concerned party has the right to lodge a complaint with the competent Supervisory Authority in the Member State in which he/ she normally resides or works or in the State where the alleged violation has occurred.</p>

May 25, 2018