



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



Data Controller

PENTATEC S.r.l.
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("Company")



Data Protection Officer (DPO)

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PERSONAL DATA PROCESSED

"Data" means those relating to 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 customers' 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.



PURPOSE OF PROCESSING

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 visiting the headquarters or to one of the Company's plants. The access information can also be used to check the data indicated in the contracts with the Customer.

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 the current legislation.

Out-of-court recovery of debts.

If necessary, to ascertain, exercise or defend the data controller's rights in court.



LEGAL BASIS FOR THE PROCESSING

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.

Need to fulfill a legal obligation to which the Company is subject.

Legitimate interest.

Legitimate interest.



DATA RETENTION PERIOD

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.

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

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.



RECIPIENTS OF THE DATA

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.
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.



PARTIES AUTHORIZED FOR DATA PROCESSING

The Data may be processed by employees of the company's departments responsible for the pursuit of the above mentioned purposes, who have been expressly authorized to process the Data and who have received adequate operating instructions.



RIGHTS OF THE PARTY CONCERNED - COMPLAINTS TO THE CONTROL AUTHORITY

By contacting the Company by e-mail at the address pentatec_privacy@pentatecsrl.com, the party concerned 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 the legitimate interest of the controller.

Furthermore, if the processing is based on consent or on the contract and it is carried out using automated tools, the party concerned 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. The party concerned 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.

The party concerned has the right to revoke their consent granted at any time for marketing purposes and to oppose the processing of the data processed for the same purposes. Without prejudice to the possibility for the party concerned, who prefers to be contacted for the above mentioned purpose exclusively through traditional methods, to state his / her opposition only to the receipt of communications through automated methods.