



Gartec S.r.l.

Via Olona 4/a

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INFORMATION PURSUANT TO ARTICLES 13-14, GDPR UE/2016/679

The European regulation EU/2016/679 (hereinafter referred to as the "**Regulation**") lays down rules on the protection of individuals with regard to the processing of personal data and rules relating to the free movement of such data. In accordance with the principle of transparency provided for by art. 5 of the Rules of Procedure, **Gartec S.R.L.** Via Olona, 4/A-21040-Castronno (VA), as the holder of the treatment, provide the information requested by Art. 13 and 14 of the rules of procedure.

Purpose of the treatment

The processing of your personal data will be based on the principles of correctness, lawfulness and transparency, protecting your privacy, your rights and in accordance with the privacy policy of the institution/company. The entity/company also undertakes to deal with its data in compliance with the principle of "minimization", that is, acquiring and treating data as limited as necessary to the following purposes:

◇ For the treatment of **customer management**:

- a) Activities of sending information/advertising material
- b) Management of complaints
- c) Management of contracts with customers
- d) After-sales service activities
- e) Activity of sending information on new services/products
- f) Management of fiscal obligations

Treatment	Customer Management	
Criteria	Purposes	Consent
The person concerned has expressed his consent to the processing of his personal data for one or more specific purposes	<ul style="list-style-type: none"> • Activities of sending information/advertising material • Activity of sending information on new services/products 	In relation to the relative purposes, the treatment can only be carried out if the person concerned has expressed his consent to the treatment of his personal data.
The treatment is necessary for the execution of a contract of which the person concerned is a party or the execution of pre-contractual measures taken at the request of the same data subject.	<ul style="list-style-type: none"> • Customer Management • Management of contracts with customers • After-sales service activities 	In relation to the relative purposes, the treatment can be carried out without your consent
The treatment is necessary to fulfill a legal obligation to which the holder of the treatment is subject	<ul style="list-style-type: none"> • Management of fiscal obligations 	In relation to the relative purposes, the treatment can be carried out without your consent

The conferral of your personal data and the consent to the treatment is obligatory, for the purposes of:

◇ For the treatment of **customer management**:

- a) Management of complaints



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- b) Management of contracts with customers
- c) After-sales service activities
- d) Management of fiscal obligations

And your refusal to provide the data will determine the total impossibility of concluding the contract.

The conferral of your personal data and the consent to the treatment for the purposes of:

◇ For the treatment of **customer management**:

- a) Activities of sending information/advertising material
- b) Activity of sending information on new services/products

It is optional instead and your refusal does not prevent the correct stipulation and subsequent execution of the contract.

Methods of Treatment

The processing of your personal data will be carried out by means of paper and computer tools in compliance with the provisions concerning the protection of personal data and, in particular, of the appropriate technical and organizational measures referred to in art. 32.1 of the regulation, and with the observance of any precautionary measure guaranteeing its integrity, confidentiality and availability.

Source from which the data originates

Treatment	Customer Management	
DATA COLLECTED FROM THE PERSON CONCERNED	DATA COLLECTED FROM THIRD PARTIES	
	TYPE OF DATA	SOURCE
Customers		

Categories of recipients

Your personal data may be communicated, in close relation to the above mentioned purposes, to the following subjects or categories of subjects:

◇ For the treatment of **customer management**:

- a) Consultants and freelancers also in associated form

We also inform you that:

- The disclosure of your data to the categories of subjects referred to in (b) may be carried out only after acquisition of your consent.

In relation to these categories of addressees, the holder of the treatment undertakes to rely exclusively on persons who lend adequate safeguards regarding data protection, and will appoint them as Data Processors pursuant to art. 28 of the Rules of Procedure. The list of data controllers is available from the institution/company and can be read after request to the data controller.

Your data will also be processed, exclusively for the above purposes, by the employees and/or collaborator of the institution/company, specially authorized and instructed by the owner in accordance with art. 29 of the Rules of Procedure.

Your personal data will not be subject to dissemination, except where required by a rule of law or regulation or by Community legislation.



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Transfer of personal data

◇ For the treatment of **customer management**:

Your personal data will not be transferred to non-European countries or international organizations.

Retention Period

Treatment	Customer Management	
CATEGORIES OF DATA	RETENTION PERIOD	REGULATORY REFERENCES
Personal data (name, surname, sex, place and date of birth, residence, domicile)	5 years	Reg. UE 2016/679 general regulations for the protection of personal data
Lifestyle and consumer habits	5 years	Reg. UE 2016/679 general regulations for the protection of personal data
Topics of Interest	5 years	Reg. UE 2016/679 general regulations for the protection of personal data
Sales Contract data (contract value, subject, terms, conditions, etc.)	5 years	Reg. UE 2016/679 general regulations for the protection of personal data
Contact details (telephone number, e-mail, etc.)	5 years	Reg. UE 2016/679 general regulations for the protection of personal data

Rights granted to the person concerned

At any time, you may exercise, in respect of the holder, your rights under the Art. 15-22 of the Rules of Procedure.

In particular, at any time, you will have the right to ask:

- Access to your personal data;
- Their correction in case of inaccuracy;
- Cancellation;
- The limitation of their treatment.

You will also have:

- The right to oppose their treatment if they are treated for the pursuit of a legitimate interest of the holder of the treatment if he considers his fundamental rights and freedoms to be infringed;
- The right to revoke at any time your consent in relation to the purposes for which this is necessary;
- The right to portability of your data, that is, the right to request and receive in a structured format, of common use and readable by automatic device, the personal data to which you refer.



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Identity and contact details of the data controller

◇ For the treatment of **customer management**:

- The data controller is: **Gartec S.R.L.**, registered office: Via Olona, 4/A-21040-Castronno (VA), tel.: 0332 895026, E-mail: privacy@gartec.it

Contact details of the data protection officer

For all questions relating to the processing of your data and the exercise of your rights arising from the Regulation, you may contact the Data Protection Officer (DPO) at the following mail addresses:

◇ For the treatment of **customer management**: privacy@gartec.it