

PRIVACY POLICY STATEMENT ISSUED PURSUANT TO ARTICLES 13-14, GDPR EU/2016/679

European Regulation EU/2016/679 (hereinafter referred to as the "**Regulation**") lays down the rules on the protection of natural persons with regard to the processing of their personal data, as well as rules on the free movement of such data.

In compliance with the principle of transparency provided for by art. 5 of the Regulation, **Microplan S.r.l.** Via Andrea Doria 2 - 37066 Sommacampagna (VR), in its capacity as Data Controller, provides you with the information required by Articles 13 and 14 of the Regulation.

Data processing purposes

The processing of your personal data will be based on principles of correctness, lawfulness and transparency, while ensuring the protection of your privacy and rights and in accordance with the Company's privacy policy. The Company also undertakes to process your data in compliance with the principle of "minimisation", i.e. acquiring and processing the data only to the extent necessary for the following purposes:

- a) Management of contracts with suppliers
- b) Purchase of goods or services
- c) Acceptance of goods
- d) Management of tax obligations
- e) Claim management
- f) After-sales service activities

Type of data processing	supplier management customer management	
Criteria	Purpose	Consent
processing is necessary in order to execute a contract in which the data subject is a party or for the performance of pre-contractual measures adopted at the request of the data subject	<ul style="list-style-type: none"> • Claim management • Acceptance of goods • Management of contracts with suppliers • Purchase of goods or services • After-sales service activities 	According to the related purposes, the data may be processed without your explicit consent
processing is necessary to fulfil a legal obligation of the Data Controller	<ul style="list-style-type: none"> • Management of tax obligations 	According to the related purposes, the data may be processed without your explicit consent

The provision of your personal data and consent to its processing is required for the purposes of:

- a) Claim management
- b) Acceptance of goods
- c) Management of tax obligations
- d) Management of contracts with suppliers
- e) Purchase of goods or services
- f) After-sales service activities

Data processing methods

The processing of your personal data will be carried out using printed and computerised tools, in compliance with the provisions on the protection of personal data and, in particular, the appropriate technical and organisational measures referred to in art. 32.1 of the Regulation, and while ensuring the observance of all precautionary measures that ensure integrity, confidentiality and availability.

Source of the data

Type of data processing	supplier management customer management	
DATA COLLECTED FROM THE DATA SUBJECT	DATA COLLECTED FROM THIRD PARTIES	
	TYPE OF DATA	SOURCES
Suppliers/Customers		

Categories of recipients

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

- a) Banks
- b) Consultants and freelancers, including in associated form
- c) Insurance brokers

We would also like to inform you that:

- the communication of your data to the categories of subjects referred to in letters b) constitutes a legal obligation to which the Data Controller must comply;
- the communication of your data to the categories of subjects referred to in letters a), c) is necessary to execute the contract in which you are a party.

In relation to these categories of recipients, the Data Controller undertakes to rely exclusively on persons who provide adequate guarantees regarding data protection and will appoint them as Data Processors pursuant to art. 28 of the Regulation. The list of the Data Processors is available from the Company and can be viewed upon request to the Data Controller.

Your data will also be processed, exclusively for the purposes mentioned above, by employees and/or collaborators of the Company, as specifically authorised and instructed by the Data Controller pursuant to art. 29 of the Regulation.

Your personal data will not be disclosed, unless required by a rule of law or regulation or by European legislation.

Transfer of personal data

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

Data storage period

Type of data processing	supplier management	
CATEGORIES OF DATA	STORAGE PERIOD	REFERENCES LAWS/STANDARDS
Personal data (name, surname, gender, place and date of birth, residence, domicile)	10 years	Art. 22 of Presidential Decree No. 600/1973 Period of conservation of accounting records for tax purposes
Data relating to the supply contract (value of the contract, scope, terms, conditions, etc.)	10 years	Art. 22 of Presidential Decree No. 600/1973 Period of conservation of accounting records for tax purposes
Invoices	10 years	Art. 22 of Presidential Decree No. 600/1973 Period of conservation of accounting records for tax purposes
Contact details (telephone number, e-mail, etc.)	10 years	Art. 22 of Presidential Decree No. 600/1973 Period of conservation of accounting records for tax purposes
Bank details	10 years	Art. 2220 of the Italian Civil Code Period of conservation of accounting records
Data relating to the performance of economic activities and other commercial information (e.g. turnover, balance sheets, economic, financial, organisational, production, industrial, commercial and entrepreneurial aspects)	10 years	Art. 22 of Presidential Decree No. 600/1973 Period of conservation of accounting records for tax purposes

Rights of the data subject

At any time, you may exercise your rights under Articles 15-22 of the Regulation vis-à-vis the Data Controller.

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

- access to your personal data;
- their rectification if they are incorrect;
- their cancellation;
- limitation of their processing.

You are also entitled to:

- object to their processing if your personal data are processed in pursuit of a legitimate interest of the Data Controller, if you believe that your fundamental rights and freedoms have been infringed;
- revoke your consent at any time in relation to the purposes for which consent is requested;
- the portability of your data, i.e. the right to request and receive in a structured format, commonly used and readable by an automatic device, the personal data relating to you.



Identification and contact details of the Data Controller

The Data Controller is: Microplan S.r.l. registered office: Via Andrea Doria 2 - 37066 Sommacampagna, Italy, (VR) tel.: 045-8961658, e-mail: microplan@microplan.it