INFORMATION ON THE PROCESSING OF PERSONAL DATA

(Art. 13 EU Regulation no. 679 of 27 April 2016 on the protection of personal data "GDPR")

Dear Data Subject,
Pursuant to European Regulation 2016/679, we hereby inform you that your data will be processed in accordance with the principles of **"lawfulness, fairness and transparency"** (art. 5, letter a) and we are hereby providing you with the following information:

- Data Controller**: Stampotecnica S.r.l.** - Via Martiri di Cervarolo, 5 - 42015, Correggio (RE) - Italy

The Data Controller is responsible to you for using your personal data lawfully and fairly, and may be contacted for any information or requests regarding the processing operations set out below:

Sending newsletters		
Purposes requiring consent	Promotional activities and sending information and/or advertising material	
Type of mandatory data	**Full name, E-mail address** *in the event of failure to provide said data, it will not be possible to proceed with the signing or proper execution of the contract*	
Type of optional data	**Preferences expressed regarding company products** if you do not provide said data, it will not be possible to send you advertising e-mails	
Optional nature of consent	*The provision of consent is always optional. Failure to provide consent will make it impossible for the Data Controller to provide the services for which the legal basis is the consent given by the data subject.*	
Storage periods for personal data categories	Category	Conservation period
	Personal and contact details	*The criterion for the storage of data is determined on the basis of the time necessary to fulfil the stated purposes. Thereafter, the data will be stored for the time stipulated by the applicable tax and civil law provisions and in any case until the right is time-barred.*

General accounting		
Purposes not requiring consent	Purpose	Legal basis
	Accounting management	*Legal obligation*
Type of mandatory data	**Personal data, Bank details** *in the event of failure to provide said data, it will not be possible to proceed with the signing or proper execution of the contract*	
Categories of recipients	*The data collected may be communicated, for legal obligations or for purely functional reasons within the scope of the contract, to the following categories of recipients:* **Accountancy firm**	
Storage periods for personal data categories	Category	Storage period
	Common data	*10 years. In the case of specific rules, the storage period may be shorter or longer in order to comply with legal obligations.*

Client management		
Purposes not requiring consent	Purpose	Legal basis
	Fulfilment of pre-contractual, contractual and fiscal obligations arising from the relationship	*Fulfilment of a contract and/or pre-contractual measures*
	Fulfilment of obligations required by law, regulations, legislation or by order of the Authorities	*Legal obligation*
	Commercial activity with respect to products/services regarding which the customer has expressed a preference	*Legitimate interest, Soft-Spam*
	Client management	*Fulfilment of a contract and/or pre-contractual measures*
Type of mandatory data	**Personal data and contact details of the company contact person, Personal data and contact details of the legal representative, Data required to conclude the contract** *In the event of failure to provide said data, it will not be possible to proceed with the signing or proper execution of the contract*	
Categories of recipients	*The data collected may be communicated, for legal obligations or exclusively for functional reasons within the scope of the contract, to the following categories of recipients:* **Banks and credit institutions, Carriers, Freight forwarders, Postal services, Logistics companies, Institutional subjects, to whom the communication of data is mandatory or necessary to fulfil legal obligations or functional to the administration of the relationship**	
Storage periods for personal data categories	Category	Storage period
	Common data	*The data will be processed for the duration of the pre-contractual activities and for the entire duration of the contractual relationship or for the period required by the applicable civil and tax law.*

RIGHTS OF THE DATA SUBJECT
(Articles 15 to 22 and Article 13 of the GDPR)

We would also like to inform you of the following rights you may exercise with regard to the Data Controller:

1. **Right to access:** The data subject has the right, in accordance with Article 15 of the GDPR, to request access to their personal data from the data controller.
2. **Right to rectification:** The data subject has the right, in accordance with Article 16 of the GDPR, to request the data controller to rectify their personal data.
3. **Right to erasure:** The data subject has the right, in accordance with Article 17 of the GDPR, to request the data controller to erase their personal data.
4. **Right to restrict processing:** The data subject has the right, in accordance with Article 18 of the GDPR, to request the data controller to restrict the processing of data relating to them.
5. **Right to object:** The data subject has the right, in accordance with Article 21 of the GDPR, to object to the processing of their personal data.
6. **Right to withdraw consent:** The data subject has the right, in accordance with Article 7(3) of the GDPR, to exercise their right to withdraw consent.
7. **Additional notes:** The data subject may also lodge a complaint with a supervisory authority (e.g. the Data Protection Authority).
8. **Presence of an automated process**: The processing is not based on automated decision-making.

CONTACTS FOR THE EXERCISE OF RIGHTS

Requests to exercise rights may be addressed to the Data Controller at the following contacts:

Address	Via Martiri di Cervarolo, 5 - 42015, Correggio (RE) - Italy	**Contact**	0522 641840, b.sabattini@aircomp.it, stampotecnica.amm@pecita.it