

## **Information to Clients on the processing of their personal data**

Pursuant to Art. 13 of EU Regulation 2016/679 of 27/04/2016

The undersigned Paola Paronetto informs you that she is the controller of your data qualified as personal data according to the EU Regulation 2016/679 and the national legislation in force.

### **SOURCE OF PERSONAL DATA**

Personal data is collected by recording data:

- Collected directly from the data subject, at the time of initial contact or subsequent communications

### **PERSONAL DATA PROCESSING METHODS**

The personal data collected are processed by the following means:

- Mixed - electronic and paper

### **PURPOSES OF DATA PROCESSING**

The data processing is carried out to fulfil the fiscal and administrative aspects related to the existing business relationship and to achieve an effective management of the same. Such processing has the purpose of concluding, managing and executing contracts for the purchase of services/products requested and offered by you; and also has the purpose of fulfilling legal obligations or other fulfilments required by the competent Authorities.

The personal data collected are used for the following purposes:

- Accounting fulfilments (art. 6 par. 1 lett. c)
- Contractual fulfilments (art. 6 par. 1 lett. b)
- Tax compliance (Art. 6 par. 1 lett. c)
- Legal obligations (Art. 6 par. 1 lit. c - Art. 10)
- Administrative management (Art. 6 para. 1 lit. b/c)
- Commercial documentation management (Art. 6 para. 1 lit. a) For the purposes specified below, your data will only be processed if you give your consent to the processing:
  - Inclusion of personal data, also in the form of images, in certain documents for commercial use (Art. 6 para. 1 lit. a)

### **LEGAL BASES FOR THE PROCESSING OF PERSONAL DATA**

The legal bases on which the processing of personal data is based, pursuant to Article 6 of EU Regulation 2016/679, are:

- CONTRACT. The processing is necessary for the performance of a contract to which the data subject is party or for the performance of pre-contractual measures taken at the data subject's request (Art. 6(1)(b))
- LAW. Processing is necessary for compliance with a legal obligation to which the data controller is subject (Art. 6 par. 1 lett. c)
- LEGITIMATE INTEREST. Processing is necessary for the purposes of pursuing the legitimate interests of the data controller (Art. 6 par. 1 lett. f)

### **CATEGORIES OF PERSONAL DATA**

The categories of personal data subject to processing are:

- Identification data (name or company name, i.e. first and last name of natural persons, head office address, telephone, fax, e-mail, tax data, etc.).
- Insurance data
- Banking data

In the case of legal persons, such personal data may relate to employees and/or direct collaborators.

### **CATEGORIES OF RECIPIENTS**

Without prejudice to communications carried out in fulfilment of legal and contractual obligations, all the data collected and processed may be communicated in Italy and abroad, within the European Economic Area (EEA), and exclusively for the purposes specified above, to the Parties listed below

- Banks and credit institutions.

In the management of your data, the following categories of authorised persons and/or persons in charge of the processing identified in writing and to whom specific written instructions have been provided regarding the processing of the data may become aware of the same

- Employees and/or collaborators of the Data Controller to whom the transfer of your data is necessary or is in any case aimed at carrying out the activity;
- Professionals or Service Firms for administration and management who work on behalf of the Data Controller.

Your data will not be disseminated (i.e. communicated to an indistinct number of other subjects).

### **PROVISION OF PERSONAL DATA**

The data collected are in any case only those strictly necessary for legal and contractual obligations.

Therefore, failure to provide, or incorrect communication of, any of the requested information prevents the Controller from fulfilling the contract.

### **STORAGE PERIOD**

The data retention period is:

- The data will be processed for the entire duration of the contract and for the following 10 years from the date of the last registration.

It is expected that a periodical check will be carried out on the stored data and on the possibility of their deletion if they are no longer necessary for the intended purposes.

### **RIGHTS OF THE DATA SUBJECT**

You may exercise a number of rights.

First of all, you have the possibility to obtain information from the data controller about the origin and purpose of the processing of your personal data, the categories of data that are processed, to which recipients or categories of recipients your data have been or will be disclosed, the storage period or, if this is not possible, the criteria used to determine this period.

You have the right to have incorrect data corrected and incomplete data supplemented. You have the right to the deletion of this data, insofar as it is not due to legal and contractual obligations, and to the restriction of processing in certain circumstances. It is also your right to receive your personal data from the Data Controller and to pass it on to another Data Controller without any hindrance.

You have the right to withdraw your consent at any time for each purpose for which you may have given it.

You have the right to lodge a complaint with a supervisory authority.

### **CONSENT OF THE DATA SUBJECT**

The manifestation of consent to the processing of personal data by the Data Controller, as indicated and qualified above, since they are exclusively attributable to legal and contractual obligations, or to the legitimate interest of the Data Controller itself, is not necessary pursuant to Article 6(1)(b), (c) and (f) of EU Regulation 2016/679.

### **DATA CONTROLLER**

The data controller of your personal data is:

- Paola Paronetto - p.iva 01372130938 - c.f. PRNPLA65H44G888F

Via Prata, 14b, 33080 Porcia PN

Telephone: +39 0434 578148

Email: [lab@paolaparonetto.com](mailto:lab@paolaparonetto.com)

PEC: [paola.paronetto@legalmail.it](mailto:paola.paronetto@legalmail.it)

Date: \_\_\_\_\_

Data Controller  
*Paola Paronetto*