

Disclosure of personal data processing

(Artt. 13-14 Regulation EU 2016/679 on the protection of natural persons with regard to the processing of personal data - "GDPR")

Dear Customer ("Interested"),

In accordance with the requirements of EU Regulation 2016/679, the Data Controller (**Opus automazione s.p.a.**), in order to activate and manage the relationship between the parties, informs you about the purposes and methods of processing personal and possibly sensitive data collected, their scope of communication and dissemination, as well as the nature of their provision.

❖ Source and type of personal data processed

Personal data means the data object of the treatment related to your person, in possession of the Data Controller or that will be requested later or communicated by third parties, specifically: identification and contact data (company name, or for individuals, name, surname, address, telephone, email, bank details, ...); images (video surveillance recordings).

The same are provided by the interested party directly.

❖ Purpose of treatment

Personal data are collected and processed for the following purposes of service:

- Execution of contractual or legal relations with you, entered into or to be entered into, and of the related commitments;
- fulfilment of the legal obligations connected with the relationships referred to above;
- Organisational management of any existing relationship;
- any external professional collaborations for the fulfilment of legal obligations;
- protection of legal transactions;
- institutional communications and communications closely related to the subject of the report;
- security and protection of the company's assets (for video surveillance footage).

Personal data are collected and processed only with your specific and separate consent for:

- the publication on the Internet site, social networks, internal documentation or any company magazines of your images (photos or audio-video recordings) for reasons of company organisation and/or activities of particular interest such as events, parties, events and trips.

❖ Modalities of processing and period of retention of data

The processing, carried out by paper and computer, are based on the principles of fairness, lawfulness, transparency and protection of its confidentiality and rights, ensuring adequate security measures.

No profiling of the data of the person concerned is planned.

The personal data concerning you, purchases at the beginning and during the relationship, will be stored for a period of time not exceeding that necessary for the purposes for which they were collected and processed, in any case will be stored for up to 10 years from the termination of the relationship, to fulfill the obligations of the law.

Personal data whose treatment is based on consent will be stored until the revocation of consent by you, freely exercisable at any time, in the absence of revocation will be stored for a maximum of 10 years after the termination of the relationship. Following the revocation of consent, or the maximum term of retention, such personal data will be automatically deleted, or anonymized permanently and irreversibly.

❖ Categories of data recipients and obligation of confidentiality

Your data may be known by our employees / collaborators authorized to process and/or by companies or professionals of our trust who perform on our behalf, subject to appointment and confidentiality agreement, as data processors, certain technical and organizational activities, such as, but not limited to: administrative, accounting and tax services, legal advice and assistance, computer advice and assistance (such as web hosting, web marketing, infrastructure management and maintenance and provision or assistance of information technology, etc.).

Your data may also be communicated to the following categories of subjects: insurance companies, banks for the management of receipts and payments, public administrations or competent authorities and/or Supervisory Bodies for the fulfilment of legal obligations or for their institutional purposes; professionals authorised for the purpose of studying and/or resolving any specific problems that may arise during the course of the relationship.

Your data will not be subject to dissemination.

As part of the processing carried out, your data may be transferred to third countries as a result of the use of cloud computing resources for archiving and storing data. In such cases your data will be protected through the use of encryption, pseudonymisation or encryption techniques. In no other case is extra-EU data processing envisaged.

Opus automazione s.p.a.

Via del Fonditore n. 845 – 58022 - Follonica (GR)

P. IVA e C.F.: 01133740538

Mail: mpetrucchi@opus-automazione.it – sito: www.opus-automazione.it

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❖ **Rights of the data subject**

In accordance with Articles 15 to 22 and Article 13, EU Regulation 2016/679 guarantees you the following rights at all times:

- a) to access personal data and all information relating to the processing of personal data concerning him; (Art. 15)
- b) to have inaccurate personal data corrected; (Art. 16)
- c) to obtain the cancellation of personal data where the conditions are met; (Art. 17)
- d) to obtain the limitation of the treatment if the conditions exist; (Art. 18)
- e) to receive personal data relating to him/her in a structured, commonly used and machine-readable format;
in the event of exercising this right will be entitled to request that the data controller transmit the above data directly to another data controller; (Art. 20 - Portability of data)
- f) to object to the processing of personal data concerning him/her; (Art. 21)
- g) to withdraw consent at any time where this is the legal basis of the processing, in which case all activities carried out before the withdrawal will remain valid and effective;
- h) to lodge a complaint with the personal data protection authority for the protection of his or her personal data and rights.

Requests to exercise your rights under the GDPR and any revocation of your consent may be sent by e-mail to the data controller at any time, without prejudice to the lawfulness of the processing. Any further information may also be requested from the data controller.

❖ **Data Controller:** The **data controller** is Opus automazione s.p.a, P.IVA 01133740538 and C.F. 01133740538, del Fonditore n. 845, 58022 - Follonica (GR), Tel. 056658619; mail: mpetrucci@opus-automazione.it.

The updated list of data processors may be consulted by submitting a written request to the Data Controller mentioned above.

Consent to the processing of personal data

Pursuant to art. 6 of Regulation 2016/679, consent to the processing of such personal data is not necessary as they are a legal obligation, for the performance of obligations arising from the contract or for the pursuit of the legitimate interest of A refusal to give the data will compulsorily involve the termination of any relationship not allowing the proper processing of

Having taken note of the information on embellishments pursuant to Articles 13-14 of EU Regulation 2016/679 - "GDPR":

acquiescence I do not agree to the processing of my **images or videos**, for the purposes and within the limits
☐ ☐ aforementioned information.

Your refusal to process the images or videos will not affect the continuation of the relationship between the parties.
The conferment is optional.

By signing this form, the interested party expresses his/her express consent to the processing of his/her personal data, for the purposes and in the manner described above and to the extent that such consent is required by law.

The interested party also declares to have received all the information pursuant to EU Regulation 2016/679 referred to in Articles 13 and 14 and the communications referred to in Articles 15 to 22 and Article 34 relating to the processing in a concise, transparent, intelligible and easily accessible form, with simple and clear language.

Follonica, there ____/____/____

Signature of person concerned

NAME AND SURNAME - FISCAL CODE