

CERDOMUS

**Disclosure pursuant to Arts. 13 and 14 of EU Regulation 2016/679 and of Italian Legislative Decree.
196/03, as amended**
Applicable legislation concerning Personal Data Protection

Form ITC – Ver0 Rev01. 10/09/2022

Types of personal data processed	1	<p>Dear DATA SUBJECT, Cerdomus s.r.l., as Data Controller, and as it pertains to the establishment and/or implementation of pre-contractual and contractual agreements, hereby informs you that the personal data you provided on any form or collected from third parties (such as, by way of example: our network of agents or brokers, Distributors, Commercial information companies, public lists or databases, professional associations, other public subjects, etc.), may be processed in compliance with applicable legislation governing personal data protection.</p> <p>We process the following core data:</p> <ul style="list-style-type: none"> - name and surname, address, Italian tax identification number, VAT Number, telephone numbers, e-mail, business name and any other data that are useful for the correct identification of the Data Subject; - in the case of the establishment of commercial relationships: financial solvency, bank details, method of payment and any other information that is functional to the management of the contractual relationship.
Purposes of processing, legal basis and provision of personal data	2	<p>Data will be processed for the following purposes:</p> <ul style="list-style-type: none"> – Pre-contractual requirements pertaining to our products and/or services (e.g.: information, offers, quotes, etc.); – Contractual requirements pertaining to our products and/or services; – Administrative, financial, organizational and commercial management of the existing professional relationship, including any statistical surveys, and related compliance with regulatory and statutory provisions – Administrative, financial, organizational and commercial management of the existing professional relationship, including any statistical surveys, and related regulatory and statutory requirements; – Storage for the purpose of accounting records requirements; – Protection of contractual rights afforded by the Undersigned Company hereunder, even in case of litigation; – Regulatory and statutory compliance; – Transmission of commercial communications, through a variety of channels, including customised messages, following the revolving updates made to our products and/or services, and supporting initiatives; – Customer satisfaction analysis on our products and/or services for the purpose of their improvement; <p>For the purposes indicated above, the processing of your data does not require your explicit consent. Any refusal to provide data will make it impossible to execute the contractual relationship.</p>
Data processing modalities and duration	3	<p>Your data will be processed by means of paper documents and archives, as well as electronic tools, in compliance with the provisions of the law, whose purpose is to guarantee data confidentiality, security, accuracy, updating and relevance with respect to all purposes discussed above, and to avoid access by unauthorised parties.</p> <p>Your personal data will be kept for the entire time of the contractual relationship. With reference to commercial information and on the basis of your expression of interest at the beginning of the contractual relationship, processing will continue until your explicit written request for withdrawal.</p> <p>In any case, your data will be stored in compliance with regulatory or statutory requirements, in accordance with the times set forth in the law (typically, a period of 10 years), after which they will be deleted or made anonymous.</p>
Data dissemination, transfer and communication	4	<p>The data you provide will not be disclosed in any way. Processing may be outsourced to third parties, whether belonging to the Group or otherwise, which will serve as external data processors. Personal data may be disclosed to contractually bound third parties, (such as, for example banking and credit institutions, legal/tax consultants, subjects providing support services, professionals and consultants in the legal, administrative, accounting, commercial, tax, fiscal, IT and quality fields; companies that conduct commercial promotion activities; companies that conduct market research and economic and statistical analyses; etc.). Data will be processed exclusively by persons authorised and formally appointed to perform these tasks, and who are identified, trained and made aware of the constraints imposed by law. Your Personal Data will be processed within the European Union. Your personal data may be transferred to non-EU countries, in compliance with the applicable legal provisions, by entering, as warranted, into agreements that guarantee an adequate level of protection, and/or by adopting standard contractual clauses provided by the European Commission.</p>
Rights of the data subject	5	<p>With regard to data, and at any time, you can exercise rights afforded to you by Articles 15-22 and Art. 34 of Regulation (EU) 2016/679, by means of a written request addressed to the Data Controller, whether by e-mail or regular mail, certified email (PEC), or through a delegated subject, pursuant to the methods set forth in Art.12 of Regulation (EU) 2016/679 and the limitations provided for by Title I - Chapter III of Italian Legislative Decree 196/2003, as amended, and specifically to:</p> <ul style="list-style-type: none"> (i) gain access to personal data, learn about data origin, processing purpose, logic applied to processing by electronic tools, data categories, recipients (or categories thereof) to whom data will be communicated, retention period and data provision in intelligible form; (ii) obtain rectification, supplement, erasure of the data or restriction of their processing; (iii) object to the processing of your personal data; (iv) receive data portability, where relevant; (v) withdraw consent at any time; (vi) pursuant to Art. 77 of Regulation (EU) 2016/679, if you believe that data processing violates the applicable legislation on the protection of personal data, lodge a complaint with the Italian Guarantor for the protection of personal data or the supervisory authority of the EU Member State in which you habitually resides or works, or of the place where the alleged violation occurred. The communication of data in response to your request or the exercise of your rights may require a consideration. Regarding your possible request, you will receive an answer without undue delay, and, at the latest, within one month of receipt of the request. On the basis of the complexity of the case at hand, or the number of requests received, within one month of receiving your request, you may be notified of a two-month extension of the response time and the reasons for such delay.
Contact details and policy update	6	<p>The Data Controller is CERDOMUS s.r.l., with registered office and contact details as provided in the footer of this privacy policy. For requests relating to Privacy matters, you can e-mail at privacy@cerdomus.com or use other contact information provided. The Data Controller undertakes to keep this Policy constantly updated. The revision in the page header indicates the date on which the privacy policy was updated. The Data Controller will also make any updated privacy policy public through its website http://www.cerdomus.com/, or available by request.</p>

Data Controller
CERDOMUS SRL

For acknowledgment

Date: _____

Name and surname: _____

Signature: _____