

**INFORMATION NOTICE ON THE PROCESSING OF PERSONAL DATA
pursuant to Article 13 of EU Regulation 2016/679 (GDPR)**

Dear Customer/Supplier,

We wish to inform you that EU Regulation 2016/679 'European Regulation on the protection of personal data' (hereinafter GDPR) provides for the protection of individuals and other subjects regarding the processing of personal data.

According to the regulation, such processing will be based on principles of correctness, lawfulness, transparency, necessity, relevance and protection of your privacy and your rights.

Pursuant to Article 13 of the GDPR, we therefore provide you with the following information:

1. PURPOSE AND LEGAL BASIS OF THE PROCESSING

Your personal data will be processed to enable the execution of the commercial relationship and to fulfil the accounting and tax obligations arising therefrom.

The legal basis for the processing is the need to fulfil contractual and/or pre-contractual obligations pursuant to Article 6(1)(b) of EU Regulation 2016/679, as well as the need to fulfil legal obligations pursuant to Article 6(1)(c).

The Data Controller also informs you that any failure to provide, or incorrect provision of, any of the mandatory information may make it impossible for the Data Controller to guarantee the adequacy of the processing itself.

2. NATURE OF PERSONAL DATA

Your personal data relating to the performance of the contract for the fulfilment of the assignment received will be processed.

The provision of your data is mandatory for the establishment and proper performance of the overall contractual relationship, as well as for the fulfilment of obligations, including those of a fiscal nature, required by law.

Failure to provide the data would prevent the establishment and/or performance of the contractual relationship.

3. METHOD OF PROCESSING AND STORAGE

The data provided will be processed for the proper fulfilment of the above purposes using IT tools and paper archives, as well as security measures to ensure confidentiality and prevent unauthorized access.

We would like to point out that, in accordance with the principles of lawfulness, purpose limitation and data minimization, pursuant to Article 5 of the GDPR, your data will be stored in secure databases on our servers or on the servers of our trusted suppliers acting as external data processors for the period necessary to achieve the above purposes, which shall not exceed the purposes for which the data were collected and subsequently processed.

4. SCOPE OF COMMUNICATION OF PERSONAL DATA

Your data will not be disclosed but may be communicated to operators who are part of the company's staff and/or external parties who collaborate with the company (as data processors or independent data controllers), such as:

- lawyers for legal assistance in contractual matters and dispute management.
- banks for the management of collections and/or payments.
- other parties to whom communication may be necessary for the proper and complete performance of the contractual relationship and/or to comply with legal obligations.

5. RIGHTS OF THE DATA SUBJECT

At any time, you may exercise your rights under Articles 15 to 22 of the GDPR to:

- obtain confirmation as to whether personal data concerning you are being processed.



- obtain information about the purposes and methods of processing, the categories of recipients to whom the data have been or will be disclosed and, where possible, the storage period.
- object, in whole or in part, to the processing of personal data.
- obtain data portability, i.e., receive them from a Data Controller, in a structured, commonly used and readable format, and transmit them to another Data Controller.
- withdraw consent at any time.
- object to the processing at any time.
- lodge a complaint with the supervisory authority: Garante per la Protezione dei Dati Personali (Personal Data Protection Authority) with headquarters in Rome, 00186 Piazza di Monte Citorio n. 121.

6. HOW TO EXERCISE YOUR RIGHTS

You may exercise your rights at any time by sending:

a registered letter with return receipt to **CASTAL S.R.L., Strada Striaga, 4 - 25024 Leno (BS)** or an e-mail to: info@castal.net

7. IDENTIFICATION DETAILS OF THE DATA CONTROLLER

The Data Controller is:

CASTAL S.R.L. with registered office in Strada Striaga, 4 - 25024 Leno (BS) Italy, VAT number 00558050985; tel. +39 030.906382 fax + 39 030. 30 906363

The complete list of data processors is available at the company's headquarters.

