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	INFORMATION BRIEFING FOR AGENTS ON THE PROCESSING OF PERSONAL DATA	M_11.0.04

Information briefing for Agents in accordance with Article 13, EU Regulation 679/2016.

In accordance with articles 13 and 14 of the EU regulation 679/2016 (hereinafter, the GDPR), the following information is provided:

Officine Tecnosider S.r.l., a single-member company, with registered office in Via Treppo, 18 – 33100 Udine (Italy) – Tax Code and VAT No. 02494780303 - Tel. +39.0431.621000 – Fax +39.0431.620543 – Email info@officinetecnosider.it, in the person of its legal representative, as Data Controller, informs you that, in accordance with article 13 EU Regulation no. 679/2016, your data will be processed using the methods and for the purposes reported below:

1. SUBJECT OF THE PROCESSING

The Data Controller processes personal identification data (for example, name, surname, company name, address, telephone, email, bank and payment details), hereinafter, "**personal data**" or also "**data**" communicated by you on the stipulation of the agency agreement.

2. PURPOSE OF THE PROCESSING AND LEGAL BASIS

The processing of your personal data is considered lawful in accordance with article 6 paragraph 1, letters b) and c), insofar as it is functional to the establishment and subsequent implementation and management of the agency relationship with you, as well as all the fulfilments and obligations laid down by laws, regulations, community rules, provisions of public authorities and contracts.

Your personal data will be processed for the following purposes:

- Conclusion of the agency agreement
- Concluding contracts in the interest of the Data Controller
- Fulfilling the pre-contractual, contractual and fiscal obligations arising from the existing relations with you
- Fulfilling the obligations laid down by the law, regulations, community rules or an order by an Authority (such as, for example, on matters of money laundering)
- Exercising the rights of the Data Controller, for example, the right to defence in legal proceedings.

3. DATA PROCESSING METHODS

- a) The processing is carried out by means of the operations or series of operations indicated by article 4 of the GDPR and, more specifically: the collection, registration, organisation, retention, consultation, processing, modification, selection, extraction, comparison, use, interconnection, blockage, communication, deletion and destruction of the data.
- b) The data shall be processed by the Data Controller in a lawful manner, accurately and with the utmost confidentiality, mainly with electronic and digital instruments and stored on digital media, paper and, where required, on any other type of medium deemed suitable;
- c) All the data shall be archived, even in the event of the termination of the agency relationship, in order to comply with any associated legal fulfilments or deriving from the termination of the relationship or to protect a right or legitimate interest of the Company;
- d) All the data shall be retained for no less than 10 (ten) years.

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4. COMMUNICATION OF THE DATA

Without the need for express consent (article 6 letters b) and c) GDPR), the Data Controller may communicate your data, for the purposes referred to in article 2.A), to Supervisory Bodies, Judicial Authorities, Public Institutions (for example, the National Institute of Social Insurance, the National Institute for Insurance against Accidents at Work, the Provincial Labour Directorate, Enasarco (Commercial Agents' and Representatives' National Assistance Body), business organisations to which the Data Controller belongs, professionals and/or service companies for the administration of the payment of invoices and/or corporate management that operate by mandate, insurance companies for the provision of insurance services, trade union organisations to which the Interested Party belongs or wishes to belong, as well as those subjects to which communication is mandatory by law for carrying out the aforementioned purposes. These subjects shall process the data in their roles as independent data controllers.

5. DATA DISSEMINATION

The personal data are not subject to dissemination.

6. TRANSFER OF THE DATA ABROAD

The data are stored on servers located at Officine Tecnosider S.r.l. or, in any event, within the European Union. It remains understood that the Data Controller, where necessary, shall also have the right to move the servers outside the EU. In this case, the Data Controller herewith gives its assurance that the transfer of data outside the EU shall take place in compliance with the measures of the applicable law, subject to the stipulation of the standard contractual clauses laid down by the European Commission.

7. ACCESS TO THE DATA

Your data may be made accessible for the purposes referred to in article 2:

- To the Data Controller's employees and collaborators
- To third-party companies or other subjects (for example, credit institutions, professional offices, consultants, insurance companies for the provision of insurance services etc.) that conduct outsourcing activities on behalf of the Data Controller, acting as external data managers.

8. RIGHTS OF THE INTERESTED PARTY

As the interested party, you have the rights referred to in articles 15-21 of the GDPR and, more specifically, the right to:

- Obtain confirmation of the existence or otherwise of personal information concerning you, even if not yet registered, and communication of the information in intelligible form
- Obtain an indication of:
 - a) The origin of the personal data
 - b) The purposes and methods of the processing
 - c) The logic applied in the case of processing carried out with the assistance of electronic instruments

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- d) The identification details of the data controller, data managers and designated representatives in accordance with article 3, paragraph 1 of the GDPR
- e) The subjects and categories of subjects to whom the personal data may be communicated or who may become aware of them as designated representatives in the territory of the State, managers or appointees
- Obtain:
 - a) The updating, correction or, when required, the supplementing of the data;
 - b) The deletion, conversion into anonymous form or the blockage of data processed in violation of the law, including those for which retention is not necessary for the aims for which the data was collected or subsequently processed
 - c) Confirmation that the operations referred to in letters a) and b) have been brought to the attention, including their content, of those to whom the data have been communicated or disseminated, except in the case in which this proves impossible or leads to the use of means clearly disproportionate to the protected right
- Object, for legitimate reasons, to the processing of personal data, wholly or in part, that concerns them, even though relevant to the purpose of their collection
- Revoke consent

9. METHODS OF EXERCISING THE RIGHTS

At any time, you can exercise the rights by sending:

- a recorded delivery letter to Officine Tecnosider Srl, Via Jacopo Linussio, 1 – 33058 S. Giorgio di Nogaro (UD)
- an email to the address privacy@officinetecnosider.it
- a certified email to the address officinetecnosider@legalmail.it

You also have the right to make complaints to the Guarantor Authority for the protection of personal data (www.garanteprivacy.it).

San Giorgio di Nogaro, 11/12/2020