

# INFORMATION ON THE PROCESSING OF PERSONAL DATA

## under Regulation (EU) 2016/679 and Legislative Decree No 196/2003 as amended

This information is provided in accordance with the provisions of the Community legislation (EU Regulation 2016/679 of 27 April 2016, on the protection of individuals with regard to the processing of personal data, as well as the free circulation of such data, hereinafter referred to as "GDPR" for the sake of brevity) and by the national legislation in force

### DATA CONTROLLER

The data controller is MEC.LINE s.r.l., with registered office in Altamura (BA) - Via Golgota, 11/A, (Email: [privacy@meclinesrl.com](mailto:privacy@meclinesrl.com), PEC: [postacertificata@pec.meclinesrl.com](mailto:postacertificata@pec.meclinesrl.com), Tel.: +39 08351673035).

**PURPOSE OF THE PROCESSING** - Performance of the contract concerning the provision of the requested service/product; management of pre-contractual measures and/or activities related to the signing of the contract; purposes related to the establishment and to the performance of the contractual relation; sending of reminder and/or service information; Fulfillment of the fiscal and accounting, social security and welfare fields' obligations.

**LEGAL BASIS FOR PROCESSING:** - Performance of a contract whose data subject is a party or performance of precontractual measures adopted at his request. In the event of any dispute, the Data Controller is entitled to defend his rights; - Fulfillment of a legal obligation to which the Data Controller is subject

**PERIODO DI CONSERVAZIONE:** - Duration of the contractual relation and, after cessation, for the period required by law. In the event of any dispute, for its entire duration until the exhaustion of the terms of practicability of the appeals; Duration of the contractual relation and, after cessation, for the period laid down by the legal provisions to which the Data Controller is subject.

The processing of your personal data will take place at the headquarters of the Data Controller located in registered offices in Altamura (BA) - Via Golgota, 11/A - 7022, and also in the offices in Matera (MT), c.da Stasullo - S. Giuseppe s.n.c. - 75100 and will be done using automated and manual methods and tools to ensure maximum security and confidentiality, by specifically authorized parties as long as is strictly necessary to attain the purposes for which they were collected. The data provided will be used with paper-based, computerized and telematic tools. Specific security measures are complied to prevent data loss, illicit or incorrect use and unauthorized access. Once the above storage terms have elapsed, the data will be destroyed or be anonymized through the technical cancellation and backup procedures..

### NATURE OF THE PROVISION AND REFUSAL

The provision of personal data is mandatory for the conclusion and performance of the contract, as well as for the fulfillment of ex lege obligations and, therefore, any refusal, even partial, or the inaccurate indication of such data determines the impossibility for the Data Controller to properly perform the contract and/or all related obligations.

### RECIPIENTS OF THE DATA

The following subjects are the recipients the collected data and, therefore, will process the following data on behalf of the Data Controller, under the Article 28 of the Regulations, as Data Officers:

- Banking and insurance institutions
- Business consultant
- E-mail provider
- PEC Provider
- Software house which provides functional services for the purposes indicated above
- Transport companies

Lawyers who provide functional services for the above mentioned purposes could also be data recipients. In order to know, at any time, the subjects to whom your data will be communicated, it is sufficient that you request the updated list by writing to the Data Controller at the addresses above.

Furthermore, your data may be disclosed to external subjects such as, by way of example and not limited to, authority and supervisory and inspection bodies and, in general, public or private entities, entitled to request data (eg IRS, Financial Police).

### AUTHORIZED PARTIES

The personal data collected will also be processed by authorized internal parties acting on the basis of specific instructions provided for the purposes and methods of the processing.

### RIGHTS OF THE DATA SUBJECTS – COMPLAINT TO THE INSPECTION AUTHORITY

In relation to the data undergoing processing mentioned in this document, it is your right to:

- ask the Data Collector for access to your personal data and information related (GDPR Article 15) at any time; the correction of inaccurate data or the integration of incomplete data (GDPR Article 16); the erasure of your personal data (upon the occurrence of one of the conditions indicated in GDPR Article 17, paragraph 1 and in the respect for the exceptions provided for in paragraph 3 of the same article); the restriction of the processing of your personal data (upon the occurrence of the hypotheses indicated in GDPR Article 18, paragraph 1);
- ask to the Data Controller and obtain - in the cases in which the legal basis of the processing is the contract or consent, and it is carried out by automated means - your personal data in a structured and machine-readable format, also for the purpose of communicate such data to another Data Controller (so-called right to the portability of personal data - GDPR Article 20) at any time;
- object to the processing of your personal data to the occurrence of particular situations that affect you (GDPR Article 21) at any time.

The appropriate application is submitted by contacting the Data Controller by PEC at the address [postacertificata@pec.meclinesrl.com](mailto:postacertificata@pec.meclinesrl.com), by email to the address [privacy@meclinesrl.com](mailto:privacy@meclinesrl.com) or registered mail with advice of delivery at the address Altamura (BA) - Via Golgota, 11/A.

If you believe that the processing of your data is in violation of the Regulation terms, you can lodge a complaint with a supervisory authority (Authority for the protection of personal data - [www.garanteprivacy.it](http://www.garanteprivacy.it)), as provided for by GDPR