



**INFORMATION TO CUSTOMERS FOR THE PROCESSING OF
PERSONAL DATA PURSUANT TO AND FOR THE EFFECTS
OF ARTICLES. 13 AND 14 OF EU REGULATION 2016/679
(GDPR)**

MOD CL

Rev. 00 del 09/12/2018
(Translated from ITA original)

Premise

In implementation of the provisions of the EU Privacy Regulation 2016/679, CTM Ambiente Srl (hereinafter also referred to as "the Data Controller") provides you with the necessary information regarding the purposes and methods of processing your personal data as well as the scope of communication and dissemination of the same, the nature of the data in our possession and their provision in relation to the contractual relationship.

1. Object of the processing

The Data Controller will process the common personal identification data (e.g., name, surname, company name, address, telephone, e-mail, bank and payment details - hereinafter, "personal data" or even "data") provided by you.

2. Legal basis for the processing

Your data will be processed on the basis of Art. 6 Paragraph I

- letters b) – for the performance of a contract to which you are a party or for the execution of pre-contractual measures adopted at your request;
- letter c) – for the fulfilment of a legal obligation to which the Data Controller is subject.

3. Purpose of the processing

Your data are processed for the following purposes:

- proper execution of contracts and supply services;
- fulfilment of legal obligations, including tax, accounting and administrative obligations, including towards the tax authorities;
- exercise of a legal right or claim.

4. Processing methods

The processing will be carried out in compliance with the aforementioned purposes and in accordance with the provisions of the art. 4 of the Privacy Code and art. 4 no. 2 of the Regulation, with or without the aid of electronic tools by the Data Controller and/or employees and/or collaborators of the company specifically authorized to do so and consists in particular:

- a) in the collection of personal data;
- b) in the conservative archiving of the documents received necessary for the performance of contractual services;
- c) inserting/updating and organizing in both computer and paper databases;
- d) in the consultation of data;
- e) in the processing of data to allow the fulfilment of the purposes set out above;
- f) interconnection and/or comparison of data;
- g) deletion and/or destruction of data.

The operations referred to in points b), c), d), e) and f) will also be carried out, for the correct pursuit of the purposes, by the persons appointed as data processors and by the authorised parties.

5. Safety Precautions

The processing of your personal data will take place in compliance with the law, through the use of tools and procedures, including computer and electronic ones, suitable to guarantee security and confidentiality, to prevent access to unauthorized persons and processing that does not comply with the purposes, and to promptly restore the availability and access to data in the event of a physical or technical incident.

The Data Controller may make use of specially authorised persons to prepare all the aforementioned measures.





6. Data access and disclosure

Your data may be communicated, in accordance with the Regulation, the sector regulations and this information:

- to the employees and collaborators of the Data Controller or Data Processor, specifically authorised;
- to third-party companies or other subjects (for example, credit institutions, professional firms, consultants, insurance companies for the provision of insurance services, etc.) that carry out activities on behalf of the Data Controller in their capacity as external data processors;
- to subjects who can access the data by virtue of provisions of law, regulations or EU legislation, within the limits provided for by such rules;
- to subjects to whom they must be communicated by law.

7. How we store your data

Your personal data, both in paper form and on digital and electronic support, will be stored at the headquarters of CTM Ambiente Srl.

It is represented that, for the fulfilment of the above purposes, your data will be stored in compliance with the laws in force on the subject also by the appointed data processors.

8. Data retention period and how to revoke and renew consent

The data provided will be stored in the archives of the Data Controller according to the following parameters:

- 1) for administration, accounting and management of any litigation: 10 years from the termination of the professional relationship;
- 2) for internal purposes and archive management, until the contractual relationship ends;

After the above periods, CTM Ambiente Srl will delete or destroy the documentation containing your personal data that is no longer necessary for the pursuit of the purposes indicated.

The documentation that is strictly necessary for the data processor to carry out the purposes indicated will be kept in paper and/or digital format at its archives for the same period and according to the same parameters.

At the time of termination of the relationship with the data processor, the documentation will be returned to the owner or, at the end of the retention period, the same will be sent to him to delete or destroy it.

9. Transfer of data abroad

The management and storage of personal data will take place in the territory of the European Union.

10. Rights of the data subject

As a data subject, the GDPR grants you the following rights:

- obtain confirmation as to whether or not personal data concerning him or her are being processed and, if so, to obtain access to the personal data (Right of access art. 15);
- obtain the rectification of inaccurate personal data concerning him/her without undue delay (Right to Rectification art. 16);
- obtain the erasure of personal data concerning him/her without undue delay and the data controller has the obligation to erase personal data without undue delay, if certain conditions are met (Right to be forgotten art. 17);
- obtain the restriction of processing in certain cases (Right to restriction of processing art. 18);
- request a copy of the safeguards in place with regard to the transfer of data to third countries, if applicable;
- receive your personal data in a structured, commonly used and machine-readable format and transmit such data to another Data Controller, without hindrance from the Data Controller to which you have provided them, in certain cases (Right to data portability art. 20);
- object at any time, for reasons related to your particular situation, to the processing of personal data concerning you (Right to object art. 21);
- receive without undue delay notification of the personal data breach suffered by the Data Controller (Art. 34);
- revoke the consent expressed at any time (Conditions for consent art. 7 and art. 13);
- object to automated decision-making relating to natural persons, including profiling.

The address for the exercise of the rights specified above is info@ctmambiente.com, also with reference to requests brought against subjects whose data have been transmitted with the consent of the interested party.



Requests will be processed within 30 days.

This period may be extended for reasons relating to the specific right of the data subject or the complexity of your request.

The interested party is informed that he/she has the right to lodge a complaint with the Guarantor for the protection of personal data, following the procedures and indications published on the official website of the Authority on www.garanteprivacy.it and that the exercise of rights is not subject to any formal constraint and is free of charge.

11. How to exercise your rights

You may exercise your rights at any time by sending an e-mail to: info@ctmambiente.com

12. Changes to this Privacy Policy

In the event of material changes to the way in which your data is processed, you will be promptly informed of such changes.

13. Identification of the Data Controller, the data processors and the communication channels.

The Data Controller is: CTM Ambiente Srl

The acts of appointment of data processors, internal authorized persons and any other information regarding your data may be provided to you by means of your written request to be sent to the e-mail address info@ctmambiente.com