

Information on the processing of personal data - pursuant to Art. 13 of the GDPR

Data Controller

Procaffè Spa, with registered office in Belluno (BL) in Via Tiziano Vecellio 73, tax code and VAT number 00937660256 e-mail *privacy@procaffè.it*, Data Controller

hereby informs data subjects that the legislation on data protection (European Regulation 679/2016, hereafter GDPR) provides for the protection of natural persons with regard to the processing of personal data, which will be based on the principles of correctness, lawfulness, transparency, data minimisation, respecting the fundamental rights and freedoms, as well as the dignity of data subjects, with particular reference to privacy, personal identity and the right to protection of personal data.

Scope of processing

All data is collected directly from data subjects. The Data Controller may process personal identification data such as: personal and contact details of data subjects (for example: name, surname, company name, address, e-mail, telephone number, VAT number, tax code), bank details.

Purpose and legal basis of processing

These data will be processed for purposes related to the fulfillment of legal and contractual obligations, in particular:

- to the drafting of the obligatory accounting records, of the fiscal and administrative documents concerning the supplies of goods / services provided;
- the fulfillment of fiscal and tax obligations

Processing methods

Processing may be carried out on paper or using IT tools in compliance with the provisions on the protection of personal data, in particular with the appropriate technical and organisational measures (as required by Art. 32.1 of the GDPR).

Mandatory nature of provision

The provision of data for the purposes set out above is mandatory. If you do not provide them, provide them partially or incorrectly, the correct fulfillment of the obligations can not be guaranteed contractual, administrative and tax provisions.

Data communication

The data in question will not be disseminated, while they will be or may be communicated to subjects, public or private, operating within the scope of the purposes described above (for example the Accountant, the law firm, banking institutions, etc.).

Access to data

Your data may be made accessible to the resources of the Data Controller (in their capacity as persons in charge of processing and/or internal data processors), System Administrators and third parties (e.g. consultants, banks, carriers, insurers, etc.) that carry out outsourced activities on behalf of the Data Controller, in their capacity as external data processors, organisations or institutions to which disclosure is required by law or regulations.

The data in question will not be disseminated, unless this is provided for by a law or regulation or by European Union legislation.

Data transfer

The data is stored on servers located within the European Union.

Retention period

The Data Controller will process the personal data for the time necessary to fulfil the purposes and in any case not beyond the deadlines set by the current legislation on retention.

Rights of the data subject

In your capacity as a data subject, you may exercise the following rights at any time:

- right to access your data, as well as the processing purposes, the categories of personal data in question, the recipients or categories of recipients to whom the data is or will be communicated, the data retention period (**right to access**);
- the right to obtain rectification of your data if it is incorrect or its integration if it is incomplete (**right to rectification**);
- the right to obtain the erasure of your data if there are valid reasons such as, for example, the withdrawal of consent, or when the data is no longer necessary in relation to the purposes for which it was collected, or when the data is processed unlawfully (**right to be forgotten**);
- the right to obtain restriction of processing if you believe that the data processed is inaccurate or illicit (**right to restriction of processing**);
- the right to receive personal data concerning you in a structured, commonly used and machine readable format, and the right to transmit such data to another data controller without impediment by Procaffè Spa (**right to portability**);
- the right to object at any time, for reasons connected with your particular situation, to the processing of personal data concerning you (**right to objection**);
- the right to complain to the Authority.

How to exercise your rights

At any time you can exercise your rights by writing to:

Procaffè Spa

Via Tiziano Vecellio, 73

32100 Belluno (BL)

or by sending an e-mail to: privacy@procaffè.it

Notes

The updated list of data processors, persons in charge of processing and System Administrators and the list of the criteria used for data retention are kept and available at the registered office of the Data Controller.

Belluno, 25 May 2018

The Data Controller

Procaffè S.p.A.