

## INFORMATION ON THE PROCESSING OF PERSONAL DATA (art. 13 EU Reg. 2016/679)

The European Regulation EU/2016/679 (hereinafter "Regulation") establishes rules relating to the protection of persons regarding the processing of personal data, as well as rules relating to the free movement of such data. In compliance with the principle of transparency provided for by art. 5 of the Regulation, LOG.IN s.r.l, with headquarters at via Aurelia 714, 00165 Rome, VAT number 01520721000, as Data Controller, provides you with the information required by the articles. 13 and 14 of the Regulation.

### 1. PURPOSE AND LAWFULNESS OF PROCESSING

The processing of your personal data will be based on the principles of correctness, lawfulness and transparency, protecting your privacy, your rights and in compliance with the company privacy policy. The company also undertakes to process your data in compliance with the principle of "minimization", i.e. acquiring and processing data limited to what is necessary for the following purposes:

- a) management of pre-contractual needs (customer quotes or orders, solvency checks, etc.)
- b) management of the assigned task, management of tax and accounting obligations

LAWFULNESS	PURPOSE	CONSENT
the processing is necessary for the execution of a contract of which the interested party is a party or for the execution of pre-contractual measures adopted at the request of the same (art. 6, paragraph 1, letter b GDPR)	<p>Management of pre-contractual needs (customer quotes or orders, solvency checks, etc.)</p> <p>Management of the assigned task, management of tax and accounting obligations</p>	In relation to the related purposes, the processing may be carried out without your consent

The provision of your personal data is mandatory for the purposes of:

- a) management of pre-contractual needs (customer quotes or orders, solvency checks, etc.)
- b) management of the assigned task, management of tax and accounting obligations

and your refusal to consent to the processing of such data may determine the impossibility of providing the requested services.

### 2. CATEGORIES OF DATA PROCESSED AND SOURCE OF ORIGIN OF THE DATA

The data is collected exclusively from the interested party at the time of acceptance, and based on the service provided they can be:

- Personal data (name, surname, date of birth, etc.)
- Contact details (address, email, etc.).
- Tax data
- Commercial information and bank details

### 3. METHOD OF PROCESSING

The processing of your personal data will be carried out using paper methods and IT tools in compliance with the provisions regarding the protection of personal data and, in particular, the appropriate technical

and organizational measures referred to in art. 32.1 of the Regulation, and with the observance of every precautionary measure that guarantees its integrity, confidentiality and availability.

#### 4. CATEGORIES OF RECIPIENTS

Your personal data may be communicated, in strict relation to the purposes indicated above, to the following subjects or categories of subjects:

- a) Supervisory and control authorities
- b) Financial Administration
- c) Banks and credit institutions
- d) External managers

We inform you that the communication of your data to the above categories of subjects is necessary to execute the contract of which you are a party. The communication of your data to the categories of subjects referred to in letters c) is necessary to fulfill the legal obligations of the Data Controller.

In relation to these categories of recipients, the Data Controller undertakes to rely exclusively on subjects who provide adequate guarantees regarding data protection, and will appoint them as Data Processors pursuant to art. 28 of the Regulation. The list of Data Processors is available in the company and can be viewed upon request to the Data Controller. Furthermore, your data will be processed exclusively for the aforementioned purposes by company employees and/or collaborators, specifically authorized and trained by the Data Controller pursuant to art. 29 of the Regulation.

Your personal data will not be disclosed, unless required by a law or regulation or by community legislation.

#### 5. TRANSFER OF PERSONAL DATA

Your personal data will not be transferred to non-European countries or to international organisations.

#### 6. CONSERVATION PERIOD

Category of data	Conservation period	Italian Reference Laws	
Personal data (name, surname, sex, place and date of birth, residence, domicile)	10 years	Art. 2946 c.c. Termine di prescrizione ordinaria	The data is stored for the entire duration of the existing relationship. Once the relationship is no longer in existence, they are however kept for another 10 years for the purpose of managing any legal disputes.
Contact details (phone number, email, etc.)	10 years	Art. 2946 c.c. Termine di prescrizione ordinaria	The data is stored for the entire duration of the existing relationship. Once the relationship is no longer in existence, they are however kept for another 10 years for the purpose of managing any legal disputes.
Invoices	10 years	Art. 2214 c.c. e DPR 660/1973 - Tenuta di scritture contabili	The data is stored for the entire duration of the existing relationship. Once the relationship is no longer in existence, they are still kept for another 10 years based on accounting law obligations

---

## 7. AUTOMATED DECISION MAKING

---

No automated decision-making processes are used in its processing.

## 8. RIGHTS RECOGNIZED TO THE INTERESTED PARTY

---

At any time you can exercise, towards the Data Controller, your rights provided for by the articles. 15-22 of the Regulation.

In particular, at any time, you will have the right to request:

- the access to your personal data;
- their update in the event of inaccuracy;
- the cancellation;
- the limitation of their processing.

Moreover, you will have:

- the right to object to their processing if processed for the pursuit of a legitimate interest of the Data Controller, if he believes his fundamental rights and freedoms have been violated;
- the right to revoke your consent at any time in relation to the purposes for which this is necessary;
- the right to portability of your data, i.e. the right to request and receive, in a structured, commonly used and machine-readable format, the personal data relating to you.

## 9. IDENTITY AND CONTACT DETAILS OF THE DATA CONTROLLERS

---

The Data Controller is: LOG.IN srl, with headquarter in via Aurelia 714, 00165 Rome, tel. **06.66417044**, e-mail address [amministrazione@log-in.it](mailto:amministrazione@log-in.it)