

INFORMATION ON THE PROCESSING OF PERSONAL DATA.

Art. 13 of the GDPR 679/2016 (EU)

The user's personal data are used by **COVIM SRL**, the Data Controller responsible for the processing, in compliance with the principles on the protection of personal data established by the GDPR 2016/679.

1) METHOD AND PURPOSE OF DATA PROCESSING

We inform you that your data will be processed in the following formats:

- a) Paper (registration forms, order forms, etc.)
- b) Electronic (management and accounting software, etc.)
- c) Telematic

for the following purposes:

- provision of the services requested by the Customer under the contract to which the data subject is a party;
- administrative and accounting purposes related to service contracts;
- sending of e-mails for pre-contractual and documentary correspondence;
- bank transactions.

2) LEGAL BASIS

The provision of data is mandatory for all that is required by legal and contractual obligations. Consequently, refusal to supply such data, whether in whole or in part, may give rise to the impossibility of providing the services requested.

Commercial and marketing activities are optional and dependent on explicit consent, if granted.

3) CATEGORIES OF RECIPIENTS

Without prejudice to communications made in compliance with legal and contractual obligations, all collected and processed data may be communicated exclusively for the purposes specified above to the following stakeholders:

- Sales consultants;
- Accounting and administrative officers;
- Suppliers;
- Legal advisors;
- IT companies;
- Service companies;
- Insurance companies.

4) STORAGE PERIOD

Mandatory data for contractual and accounting purposes are kept for the time necessary to fulfil the commercial and accounting obligations.

The data of those who do not purchase or use products / services, despite having had previous contact with company representatives, shall be immediately erased or treated anonymously, unless their storage is otherwise justified.

5) TRANSFER OF DATA ABROAD

The data controller communicates that personal data shall not be transferred to Third Countries or international organizations.

6) DECISION-MAKING PROCESS

Data processing is not based on automated decision-making and no profiling activities are carried out.

7) RIGHTS OF THE DATA SUBJECT

Pursuant to European Regulation 679/2016 (GDPR) and national legislation, in accordance with the procedures and within the limits established by current legislation, the data subject may exercise the following rights:

- request confirmation of the existence of personal data concerning them (right of access);
- request to know the origins of the data;
- receive intelligible communication;
- receive information about the logic, methods and purposes of the processing;
- request the updating, rectification, integration, erasure, transformation into anonymous form, blocking of data processed in violation of the law, including data no longer necessary for the purposes for which they were collected;
- in case of processing based on consent, receive the data provided to the Data Controller in a structured and legible form by a data processor and in a format commonly used by an electronic device;
- the right to lodge a complaint with the Supervisory Authority.

Requests are to be made to the Data controller.

The Data controller of your personal data is **COVIM SRL** located in Via Monte Corno, 12 - San Giovanni Lupatoto (VR), which can be contacted at amministrazione@covim.it and PEC (certified email) srcovim@pec.it