



CARTOTECNICA  
**GARANZINI**  
SRL

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**Magenta**  
sede amministrativa e stabilimento  
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Cod. Fis. e P. IVA 12294880153  
Reg. Imp. Milano N. 55024/1998  
R.E.A. N. 1549504  
N. Mecc. MI276457

**Siti produttivi:**

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20011 Corbetta (MI)  
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## **Information provided pursuant to Articles 13-14 of the GDPR (General Data Protection Regulation) 2016/679**

We hereby inform you that in order to establish and perform the contractual relationships in place with you, our organisation holds your data, including those acquired verbally, directly or through third parties, classified as personal by the European Regulation 2016/679 (GDPR).

In accordance with this regulation, said data shall be processed on the basis of principles of fairness, lawfulness and transparency and protection of your confidentiality and rights.

Pursuant to Article 13 of the GDPR 2016/679, the following information is provided.

**Nature of the data processed:** We shall process your personal details and data of a fiscal and economic nature required to perform current or future contractual relationships with your company and to ensure efficient management of commercial relations.

The data shall be processed without your explicit consent (Article 24(a), (b) and (c) of the Privacy Code and Article 6(b) of the GDPR), only and exclusively for the following Service Purposes: to fulfil the pre-contractual, contractual and fiscal obligations arising from relationships in place with you; to fulfil the obligations required by law, by a regulation, by EU legislation or by an order of the Authority; to exercise the rights of Data Controller, such as the right to defence in court.

We shall not hold data that may be classified as special or of a judicial nature (Articles 9 and 10 of the GDPR).

**Purposes of the processing and duration:** Your data shall be processed for the full duration of the contractual relationship and even after its termination, to fulfil contractual requirements and associated legal and tax obligations and to ensure efficient management of financial and commercial relationships, as indicated in Article 4 of the Privacy Code and Article 4(2) of the GDPR.

The Data Controller shall process the personal data for the time required to fulfil the aforesaid purposes and in any case for no longer than 10 years after termination of the relationship for the Service Purposes.

**Processing methods:** Processing shall be carried out using manual and/or computer and electronic tools according to organisation and processing logics strictly related to the purposes and so as to guarantee data security, integrity and confidentiality in compliance with the organisational, physical and logical measures established by applicable regulations.

**Mandatory or optional nature of data disclosure:** With regard to data that we are obliged to collect in order to fulfil the obligations required by law, your non-disclosure shall prevent us from establishing or continuing the relationship, to the extent to which said data are necessary for its performance.

**Knowledge of your data:** The following categories of persons may acquire knowledge of your data, in the capacity of data processors or persons in charge of processing, appointed by the undersigned company, the data controller: managers, directors and statutory auditors; internal secretariats; employees in charge of accounting and invoicing; employees in charge of service marketing; agents and representatives.

**Communication and dissemination:** We shall not disseminate your data to indeterminate persons by making the data available or consultable.

We may disclose your data to authorities, within their respective and specific fields of competence, and in general to any public or private person to whom we are obliged (or entitled as acknowledged by provisions of the law and of secondary or EU legislation) or required to disclose them, as well as to our consultants, within the limits required to perform their assignment at our organisation, following our letter of assignment imposing a duty to ensure confidentiality and security.



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**Your rights:** In your capacity as data subject, you are entitled to the rights set forth in Article 7 of the Privacy Code and in Article 15 of the GDPR and more specifically to the rights: i. to obtain confirmation as to whether or not personal data concerning you are held, even if not yet recorded, and to have them communicated in an intelligible form; ii. to be informed: a) of the source of the personal data; b) of the purposes of processing and methods used; c) of the logic applied if processing is carried out with the aid of electronic tools; d) of the identification details of the data controller, the data processors and the designated representative pursuant to Article 5(2) of the Privacy Code and Article 3(1) of the GDPR; e) of the persons or categories of persons to whom the personal data may be communicated or who may come to acquire knowledge thereof in the capacity of designated representative in state territory, data processors or persons in charge of processing; iii. to obtain: a) the updating, rectification or integration of data; b) the deletion, transformation into anonymous form or freezing of data processed in breach of the law, including data that do not need to be retained in relation to the purposes for which they were collected or subsequently processed; c) certification that the operations referred to in letters a) and b), and their content, have been brought to the attention of those to whom the data have been communicated or disclosed, unless fulfilment of this obligation proves impossible or entails an employment of resources that is clearly disproportionate to the protected right; iv. to fully or partially oppose: a) for legitimate reasons, the processing of personal data concerning you, even if pertinent to the purpose of collection; b) the processing of personal data concerning you for the purposes of dispatch of advertising material or direct sales or for conducting market research or marketing communication, through the use of automated calling systems without human intervention, email and/or traditional marketing methods using the telephone and/or paper based mail.

Insofar as applicable, you shall also be entitled to the rights set forth in Articles 16-21 of the GDPR (right to rectification, right to be forgotten, right to restriction of processing, right to data portability, right to object), as well as to the right to complain to the Data Protection Authority. At any time you may obtain confirmation as to whether or not personal data concerning you are held, have them communicated in an intelligible form and be informed of the purposes on which their processing is based. Furthermore, you may obtain the deletion, transformation into anonymous form or freezing of data processed in breach of the law and the updating, rectification or, when it is in your interest, integration of the data. You may oppose the processing for legitimate reasons.

You are kindly requested to promptly inform the appropriate company office of any change in your personal data to allow us to comply with Article 11(c) of the aforesaid regulation, which requires that the data collected are accurate and therefore kept up to date.

**Data Controller and Processor:**

The Data Controller is **CARTOTECNICA GARANZINI S.r.l.**

with registered office at **Via A. Saffi, 21, Magenta 20013 (MI)**

The Data Processor, who may be contacted in order to exercise the rights and/or for any clarification required on the matter of personal data protection, can be reached at the address: **garanzini@garanzini.com**.

Yours faithfully.

Magenta, 30 April 2018

*Stamp and Signature of the Data Controller*

CARTOTECNICA GARANZINI S.r.l.  
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