



**CUSTOMER INFORMATION
FOR COMMON AND SENSITIVE PERSONAL DATA
as per art. 13 Reg. EU 679/2016 - GDPR**

Doc. Rev. 01 dated 23/05/2018

The company Autotrasporti Gervasoni Snc di Gervasoni Francesco e Battista, with its registered office in via Roma 22 Val Brembilla (Bg) and VAT number 00295070163, as Data Controller of personal data in accordance with Article 13 of EU Regulation 2016/679, informs you that your personal data will be processed as follows:

1. Data Controller

The Data Controller is **Autotrasporti Gervasoni Snc di Gervasoni Francesco e Battista**, with its registered office in via Roma 22 Val Brembilla (Bg) and VAT number 00295070163
The contact email is: autotrasportigervasoni@legalmail.it

2. Data Protection Officer

The Company, under Article 37 of the GDPR, is not obliged to appoint a Data Protection Officer (DPO) as it is not a public body and does not carry out regular and systematic monitoring of data on a large scale, including data referred to in Articles 9 and 10.

3. Purpose, methods, and location of processing

Customer data will be processed for:

- I. purposes connected to the contract established between the parties;
- II. administrative, tax, and accounting purposes;
- III. compliance with legal obligations, regulations, EU or national legislation;
- IV. contractual obligations or requested services;

Only with your specific and separate consent will your data be processed for:

- V. **commercial, marketing purposes, and sending newsletters** about services offered, event invitations, fairs, etc.

Personal data is processed using automated and manual tools for the time and purposes strictly necessary to achieve the purposes for which they were collected. Specific security measures are observed to prevent data loss, unlawful or incorrect use, and unauthorized access.

Processing related to the Services takes place at the company's headquarters and at the headquarters of the company's electronic processing service providers and is carried out only by specially appointed technical staff as responsible and/or data processors.

4. Categories of personal data and recipients, scope of communication, and disclosure

The company collects customer personal data necessary for providing the Services under the existing contract, including but not limited to: name, address, phone number, bank details, email address.

The data may be communicated to:

- Public entities and administrations, such as the Revenue Agency, INPS, INAIL;
- Insurance companies or services relied upon by the company;
- Business professionals, such as Lawyers or legal firms, notaries, auditors, accountants, labor consultants;
- Clients, consulting companies, professionals, and companies operating in various sectors for the company;
- Banks and financial institutions;
- Suppliers to properly fulfill the contract;
- Internal employees for carrying out business functions.

These parties will process the data as independent data controllers or specifically appointed data processors.

The data will be communicated to these parties, indicating their limitation to the specified purposes. There will be no disclosure of data for purposes unrelated to those mentioned above.

5. Nature of data provision and consequences of refusal to respond

Providing data for the above purposes is mandatory. Without them, we may not be able to fulfill all or part of our obligations. Consent for the purposes in **point 3.V is optional**.

6. Data transfer abroad

Data will not be transferred outside the European Union.

7. Data retention periods

The data will be processed for the time strictly necessary to achieve the purposes for which they were collected and may be kept for a period of 10 (ten) years after the termination of the contract as provided by regulations, including managing and processing requests from competent authorities, or for a longer period in case of judicial and/or extrajudicial disputes, or requests for compensation for damages.

8. Rights of data subjects

You may contact the Data Controller to exercise your rights as provided for in Articles 13 (Right to complain), 15 (Access), 16 (Rectification), 17 (Erasure), 18 (Restriction of data processing), 19 (Notification of rectification or erasure), 20 (Data portability), 21 (Objection), 22 (Objection to automated decision-making), and 34 (Communication of personal data breach).

9. Exercise of rights

Requests should be addressed to the Data Controller, without specific formalities, by sending a communication to the email address PEC autotrasportigervasoni@legalmail.it (<mailto:autotrasportigervasoni@legalmail.it>)

10. Data source

The processed data has been mainly acquired from the data subject. However, some of it may be obtained from publicly accessible sources.

CONSENT OF THE DATA SUBJECT TO THE PROCESSING OF PERSONAL DATA

The undersigned _____ (data subject) authorizes the processing of data for the purposes mentioned above in relation to sensitive data necessary for the activities detailed above and as provided for in the contract.

OPTIONAL CONSENT PROVISIONS
In relation to the collection of data for commercial, marketing, and promotional purposes (point 3.V):
<input type="checkbox"/> I AUTHORIZE <input type="checkbox"/> I DO NOT AUTHORIZE the processing

Place and date _____

Signature _____