



Saviano, Italy - May 2018

## **POLICY ON PROCESSING PERSONAL DATA**

The user's personal data are processed by Nolanplastica S.p.A., with registered office in Via Ponte di Sirico 68, Saviano (NA, Italy); the "data controller", in keeping with the principles for protection of personal data established by General Data Protection Regulation (GDPR) EU 2016/679 and Italian Legislative decree 101/2018 of 10 August 2018.

### **METHODS AND PURPOSES OF DATA PROCESSING**

- 1) All personal data will be processed in a lawful and correct manner, in accordance with the above mentioned legislation and using the following means:
  - paper forms (registration forms, order forms, etc.);
  - information technology (management and accounting software, etc.);

for the following purposes:

- fulfilment of tax and accounting obligations;
- supplier management (contracts, orders, receiving, invoices);
- customer management (contracts, orders, shipments, invoices);
- electronic payment operations (credit and/or debit cards).

### **LEGAL BASIS**

- 2) Certain data are necessary for the fulfilment of legal and contractual purposes, and any refusal to provide them, in whole or in part, may result in the impossibility of providing the services requested. Optional user data are processed by the company on the basis of consent, meaning by explicit approval of this privacy policy and in keeping with the methods and purposes described in this policy.

### **CATEGORIES OF RECIPIENTS**

- 3) Apart from what is required for compliance with legal and contractual obligations, all data collected and processed will be communicated exclusively for the purposes specified above, to the following categories of recipients:
    - public institutions, supervisory bodies and authorities;
    - consultants and freelancers, also as associated companies;
    - insurance companies;
    - external managers;
    - internal managers;
    - companies providing warehouse and transport logistics services;
    - other companies and enterprises;
    - banks and credit institutions responsible for executing or receiving payments concerning contractual and commercial relations.
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### **DATA RETENTION**

- 4) The data acquired for contractual and accounting purposes will be kept for the time necessary for the conduct of the business and accounting relationship.  
The data of parties who do not purchase or use products/services will be deleted immediately or processed anonymously, even if the party has had previous contact with representatives of Nolanplastica S.p.A., unless the storage is otherwise justified or the party has provided consent for commercial promotion or market research activities.  
The data will be retained as long as necessary for the conduct of the business relationship and for ten years following the date of their acquisition.

### **RIGHTS OF THE USER**

- 5) Pursuant to Regulation EU 2016/679 (GDPR) and national legislation, the interested party may exercise the following rights, in the manner and within the limits provided under current legislation:
- to request confirmation of the existence of personal data concerning the party (right of access);
  - to know the origin of the data;
  - to receive intelligible communication;
  - to receive information concerning the logic, methods and purposes of processing;
  - to request updating, correction, erasure, or addition to the data; to request their transfer to anonymous form; to request blocking of data processed in violation of the law, with these rights also referring to data no longer necessary to achieve the purposes for which they were collected.

When the processing is based on consent, the interested party has the right to receive the data provided to the data controller in a structured and readable form, prepared using a data processor and in a commonly used electronic format.

The interested party also has the right to lodge a complaint with the supervisory Authority.

- 6) The data controller is Giovam Battista La Marca, Sole Director of Nolanplastica S.p.A.

**Nolanplastica S.p.A.**