

# NOVA TEK

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## INFORMATIVE REPORT ABOUT PERSONAL DATA – CUSTOMERS/SUPPLIERS

according to and for the purposes of art.13 of the 2016/679 EC Regulation

(General Data Protection Regulation)

Dear Customer/Supplier, according to art. 13 of the 2016/679 EC Regulation, hereinafter “Regulation”, and in relation to your personal data our company, in its quality of personal data handling owner, pursuant to the existing contracts, would like to give you the following information.

### **1. Identification data of the data handling owner**

The data handling owner is Nova Teks.r.l. having its registered office at Via Walter Tobagi,1 – 46040 Casaloldo (MN). Contacts: - Telephone (+39) 0376/655529 Fax (+39) 0376/651098 E-mail: [info@novatek-srl.com](mailto:info@novatek-srl.com) reference address: [www.novatek-srl-com](http://www.novatek-srl-com). It is specified that as the data handlingowner has been chosen within the European Community, it is not necessary to appoint a representative of the handlingowner.

### **2. Contact data of the person in charge for data protection**

Following verification of the applicability of what set forth in art.37 of the Regulation, the appointment of a Person in charge for data protection is excluded as the company does not fall within any covered case studies..

### **3. Objectives of data handling and its legal basis**

Data handlingis aimed to the following activities: compliance with legal and/or contract obligations, fulfilment of customs and practices relating to the company business activity; - Accounting and administrative documents handling; - Handling of legal requirements and disputes; - Requirements connected with the governing laws related to workplace health and safety; - Requirements connected to applying the internal HandlingSystem to the company. The legal basis of the handlingssystem is grounded on the following elements: contract concerning the acquisition/supply of goods or services, Law Decree 81/2008 as subsequently amended and supplemented with regard to the governing law related toworkplace health and safety as well as the rules connected to the Civil Code and the Penal Code. the data handlingis implemented by means of procedures or combination of procedures and specifically: collection, registration, organization, retention, handling, modification, comparison, interconnection, selection, extraction, consultation, communication, block, deletion and destruction; it is carried out with or without using electronic means; it is carried out by the Owner’s company or by trusted companies, whose list is available at the Owner’s premises, which are our direct collaborators operating in a completely autonomous manner as separate external owners of datahandling; according to the

contract entered in with our company, they are obliged to autonomously comply with the regulation related to personal data protection. Personal data cannot be publicized.

#### **4. Legitimate interest of the data handling Owner**

Data handling carried out pursuant to art. 6, paragraph 1, letter f) will only be possible in order to meet the legitimate interests of the handling owner.

#### **5. Personal data beneficiaries**

The collected personal data can be communicated to: -all the subjects that are entitled to by virtue of legal provisions; - to our collaborators in the context of their relevant tasks; - all those natural and/or legal, public and/or private persons whenever it is deemed necessary or functional for carrying on our activity and in the ways and for the purposes explained above.

#### **6. Personal data transfer to foreign countries**

The data handling owner has no intention of transferring personal data to third countries or international organizations outside the European Union.

#### **7. Personal data preservation period**

The current governing preservation time limit of ten years is adopted as a parameter.

#### **8. Rights of the interested party**

The interested party (Chapter III Rights of the interested party) is entitled to request to access, amend or delete personal data to the data handling owner, as well as to limit or oppose to its handling and portability. In order to exercise those rights it is necessary to refer to the contact data previously mentioned.

#### **9. Withdrawal of consent**

The interested party is entitled to withdraw its consent given pursuant to art. 6, paragraph 1, letter a) and art. 9, paragraph 2, letter a).

#### **10. Right to complain with the Supervisory Authority**

The interested party is entitled to file a complaint with the Supervisory Authority to the following addresses: Garante per la protezione dei dati personali (*Personal Data Handling Supervisor*) Piazza di Monte Citorio n. 121 00186 ROMA Fax: (+39) 06.69677.3785 Telephone exchange: (+39) 06.696771 E-mail: [garante@gpdp.it](mailto:garante@gpdp.it) Certified Mail: [protocollo@pec.gpdp.it](mailto:protocollo@pec.gpdp.it). The references and way to exercise the right to complain are reported on the Garante della Privacy's site <http://www.garanteprivacy.it>.

#### **11. Personal data communication**

The communication and consecutive handling of personal data is a necessary condition for perfecting the contract entered in by our company. The consequence of failure to communicate will be the non-applicability of the contract.

#### **12. Automated decision-making**

The collected personal data will not undergo automated decision-making, included profiling.