

## INFORMATION NOTICE ON THE PROCESSING OF PERSONAL DATA

(EU Regulation 679/2016 on the Processing of Personal Data - Art. 13)

Castel Guelfo di Bologna, date

DEAR COMPANY

**DEAR Sir/Madam/Company Representative,**

**A.T.S. S.R.L.**, with its registered office at Via del Mangano 4/A, 40023 Castel Guelfo (Bo), in its capacity as the Data Controller under EU Regulation 679/2016 (effective from May 25, 2018) – General Data Protection Regulation (GDPR) – and applicable national regulations (hereinafter collectively referred to as "Applicable Regulations"), including subsequent amendments, recognizes the importance of protecting personal data and considers their safeguarding as one of its primary objectives.

In compliance with the Applicable Regulations, we hereby provide the necessary information regarding the processing of the personal data you have provided. We invite you to read this notice carefully as it contains important information on the protection of personal data and the security measures adopted to ensure their confidentiality in full compliance with the Applicable Regulations.

**A.T.S. S.R.L.** informs you that the processing of personal data will be conducted in accordance with the principles of lawfulness, fairness, transparency, purpose limitation, data minimization, accuracy, integrity, and confidentiality. Personal data will therefore be processed in accordance with the legislative provisions of the Applicable Regulations and the confidentiality obligations provided therein.

Your data will be processed in the manner and for the purposes outlined below:

### 1. SUBJECT OF THE PROCESSING

The Data Controller processes personal and identifying data (such as name, surname, company name, address, telephone number, email address, bank, and payment details) that you have provided in connection with the conclusion of contracts for the Controller's services.

### 2. PURPOSES OF THE PROCESSING

Your personal data are processed:

1. Without your explicit consent (Art. 24 letters a), b), and c) of the Privacy Code and Art. 6 letter b) of the GDPR), for the following service purposes:
  - To conclude contracts for the Controller's services.
  - To fulfill pre-contractual, contractual, and tax obligations arising from existing relationships with you.



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- To carry out organizational, administrative, financial, and accounting activities (e.g., invoicing of services rendered).
  - To comply with legal obligations, regulations, EU legislation, or orders issued by authorities (e.g., anti-money laundering).
  - To exercise the Controller's rights, such as the right of defense in legal proceedings.
2. Only with your specific and distinct consent (Art. 23 and 130 of the Privacy Code and Art. 7 of the GDPR), for the following marketing purposes:
- To send you newsletters, commercial communications, and/or advertising materials via email, mail, SMS, and/or telephone contacts about products and/or services offered by the Controller and to assess customer satisfaction regarding the quality of services.
  - To send you commercial and/or promotional communications from third parties via email, mail, SMS, and/or telephone contacts.
  - To use the contact/reserved area of our website, [www.atslamberti.com](http://www.atslamberti.com), to archive your personal data in our database.

### 3. PROCESSING METHODS

The processing of your personal data is carried out through the operations indicated in Art. 4 of the Privacy Code and Art. 4 No. 2 of the GDPR, specifically: collection, registration, organization, storage, consultation, elaboration, modification, selection, extraction, comparison, use, interconnection, blocking, communication, deletion, and destruction of data. Your personal data are processed both in paper and/or automated form. Data will be stored for a period not exceeding the purposes for which they were collected and subsequently processed and, in any case, during the term of the contractual or commercial relationship, or for a duration of 24 months for marketing purposes, unless required for administrative/accounting purposes.

### 4. ACCESS TO DATA

Your data may be made accessible, for the purposes referred to in Articles 2(A) and 2(B), to:

- Employees and collaborators of the Controller or partner companies, acting as external data processors.
- Third-party companies or other entities (e.g., the Controller's accountant for the preparation and drafting of financial statements, tax assistance offices, third-party companies for the activation of licenses purchased through the Controller, credit institutions, consultants, insurance companies, etc.) performing outsourcing activities on behalf of the Controller as external data processors.

### 5. DATA COMMUNICATION

The data subject to processing will not be disseminated unless explicitly authorized by the data subject after appropriate notice. However, the data may be disclosed to companies contractually linked to the Data Controller and, where necessary, to entities inside and outside the European Union, in compliance with and within the limits of the Applicable Regulations.

The data may be communicated to third parties belonging to: judicial authorities, insurance companies, entities required by law for the fulfillment of stated purposes, professionals, entities conducting audits, and certifications on behalf of the Controller. These entities will process the data as independent data controllers.



The list of data processors is constantly updated and available upon request at the Data Controller's headquarters. Further communication or dissemination will occur only with the explicit consent of the data subject.

## 6. RIGHTS OF THE DATA SUBJECT

At any time, you may exercise, pursuant to Art. 7 of the Privacy Code and Arts. 15-22 of GDPR 2016/679, the right to:

- a) Request confirmation of the existence of your personal data.
- b) Obtain information on the purposes of processing, the categories of personal data, the recipients or categories of recipients to whom the personal data have been or will be disclosed, and, if possible, the retention period.
- c) Obtain the rectification and deletion of data.
- d) Obtain a restriction on processing.
- e) Obtain data portability, i.e., receive them from a data controller in a structured, commonly used, and machine-readable format, and transmit them to another data controller without hindrance.
- f) Object to the processing at any time, including for direct marketing purposes.
- g) Object to automated decision-making, including profiling.

You may exercise your rights at any time by sending:

- A registered letter to A.T.S. S.R.L., Via del Mangano 4/A, 40023 Castel Guelfo (Bo), Italy.
- An email to the certified address [atscastelguelfo@pec.confartigianato.it](mailto:atscastelguelfo@pec.confartigianato.it).

## 7. CONSENT

In accordance with the provisions outlined in this document, the client declares their consent to the processing of their personal data.

### Consent to the processing of personal data

- For the purposes referred to in Article 2(B):

YES

NO

By signing this document, you declare that you have received and reviewed the privacy notice and authorize the Data Controller to process your personal data.

\_\_\_\_\_  
(SUBJECT'S SIGNATURE)

## 8. DATA CONTROLLER, PROCESSORS, AND OPERATORS

the Data Controller is **A.T.S. S.R.L.**, located at Via del Mangano 4/A, 40023 Castel Guelfo (Bo), Italy. The updated list of data processors and operators is kept at the Data Controller's registered office.

