



To whom it may concern

Below we provide some information that you need to know, not only to comply with legal obligations, but also because transparency and fairness towards our customers and suppliers is a fundamental part of our business.

This form is meant to refer to different categories of subjects, so that the Data Controller could dwell on its customers'/suppliers' personal data processing in an univocal way, fully compliant with the European legislation regulations on personal data protection.

The Data Controller of your personal data processing is the company **ELFRI S.r.l.** with its pro tempore legal representative, responsible for legitimate and correct use of your personal data and who you can contact for any information or request at the following addresses:

Data Controller:	ELFRI S.r.l.
Address:	Via Friuli, 9 33050 Gonars (UD) ITALY
Contacts	
Phone no:	+39 0432 931425
E-Mail:	privacy@elfri.com

Your data may be processed:

- by our **ACCOUNTANT** as COMPANY CONSULTANT;
- by our **IT TECHNICIAN** as EXTERNAL SUPERVISOR.

Furthermore, they may also be processed by our company staff as Data Officer.

They will be responsible, towards you, for the legitimate and correct use of your personal data necessary to the employment relationship between the parties.

If, for any information, you wish to contact the Supervisor or the Data Officer, you may request references to the Data Controller.

Your personal data are collected and processed for the following purposes together with the reference legal basis:

Purpose	Processed Data	Legal Basis
Customer management	Fiscal code, VAT no. and other personal identification numbers; Name; Address or other elements of personal identification; Bank account details; Email address; Province of residence; Telephone number; SDI code	Execution of a contract where the interested party is involved (Art 6 p. 1 lett. a);b);c) GDPR 2016/679)
Supplier Management	Fiscal code, VAT no. and other personal identification numbers; Name; Address or other elements of personal identification; Bank account details; Email address; Province of residence; Telephone number	Execution of a contract where the interested party is involved (Art 6 p.1 lett. b) GDPR 2016/679)
Fulfillment of fiscal and accounting obligations	Fiscal code, VAT no. and other personal identification numbers; Name; Address or other elements of personal identification; Bank account details; Email address; Province of residence	Fulfillment of a legal obligation where the Owner is involved (Art 6 p.1 lett. c) GDPR 2016/679)
Information and / or advertising material transmission / Telephone or internet Marketing	Name; Address or other elements of personal identification; Contact details (telephone number, e-mail, etc.); Pictures, photos and videos	Consent given by the data subject (Art 6 p.1 lett. a) GDPR 2016/679)



Recipient categories:

- Banks and credit institutions;
- Local societies;
- Consultants and freelancers in single or associated form;
- Public administrations;
- Lawyers;
- Debt collection bodies;
- Insurance;
- Forwarders.

Possibility to transfer the data of data subject to an EU Third Country or to an international organization:

Our company does not plan to transfer your data outside the European Union or to international organizations. In the event that your data should be transferred to non-EU countries or to international organizations, we will ask you for a distinct and separate consent. Furthermore, these data will be sent only to the countries for which an adequacy decision by the European Commission has been expressed.

In addition to this information, to ensure that your data is processed as correctly and transparently as possible, you have to be aware of the following:

- The communicated data will be kept until your cancellation request. In any case, your data will be kept as long as necessary so that we can fulfill the tax purposes required by law or by any other regulatory source;
- You have the right to ask the Data Controller to access your personal data and to correct or cancel them or limit the processing that concerns you or to oppose their processing;
- In the processings whose legal basis is indicated as: provision of the data subject's consent, you can revoke your consent at any time without affecting the lawfulness of the previous processings;
- You have the right to lodge a complaint to the following Supervisory Authority: Guarantor for the personal data protection;
- In the processings whose legal basis is indicated as: fulfillment of a legal obligation or contract execution of which the interested party is involved, the communication of your personal data is necessary to process your request, therefore, in case of failure to communicate such data, we could not proceed with the related activities;
- Your data will not be subject to any automated decision process.

Gonars, 14/01/2020

Data Controller signature:

ELFRI S.r.l.
Via Friuli, 9 - Z.I.
33050 GONARS (UD)
ITALY
P.IVA: 01662390309