



LB Officine Meccaniche S.p.A. informs you pursuant to art. 13 of Regulation (EU) 2016/679 (GDPR) that your personal data will be processed in the manner described in this document:

1- Purpose (*why is your data processed?*): your data is processed by us for the following reasons: a) establishment, management and termination of contractual and commercial relations (including management of the pre-contractual phase); activities connected with the provision of our services, including in response to specific requests from customers; b) compliance with the administrative, accounting, statutory and tax requirements imposed by law; c) management of any disputes that arise.

2- Lawfulness of processing (*what allows us to process your data?*): the processing carried out is necessary for the contractual purposes referred to in point 1 letter a), and to comply with the legal obligations indicated in point 1 letter b). With regard to point 1 letter c) above, your data may be used by the Controller for legitimate interests linked to the verification, exercise or defence of a right in court or in out-of-court proceedings.

3- Nature of the provision of data (*what happens if you do not give us your data?*): provision of the data needed for the purposes described in point 1 is a requirement for contractual, legal and dispute management purposes; accordingly, any refusal to provide it will make it impossible for the Controller to guarantee completion of the contract or the supply.

4- Retention period for data and methods of processing (*for how long will we retain your data?*): the Controller will keep your personal data for the time needed to achieve the purposes described in point 1 and, in all cases, for no more than 10 years from the time of collection (unless extended as a consequence of legal obligations or disputes). Processing will be carried out on paper and electronically, using procedures capable of storing, managing and transmitting the data, applying logic strictly linked to the purposes for which it was collected and employing suitable measures designed to ensure the confidentiality, completeness, accuracy and updated nature of the data, in order to avoid unlawful or improper uses or unauthorised access by company personnel or third parties.

5- Extent of data disclosure and recipients (*who will we tell about your data?*): the data provided will or may be made known:

- to company personnel authorised to process personal data pursuant to their appointed duties or the mandates assigned to them;
- solely with reference to invoicing data, to tax consultants or independent professionals tasked with the tax/administrative compliance work required by current regulations, including communications with the competent P.A. bodies (tax authorities etc.);
- to companies that provide electronic invoice preparation, transmission, reception and storage services;
- to firms of lawyers, mediation panels and arbitrators/judicial authorities in the event of disputes;
- to software houses, companies and professionals that provide IT services and IT support services;
- to banks for the management of collections and payments;
- to e-mail and cloud service providers for the management of communications and the electronic filing of data;
- to corporate bodies assigned control functions, including the Supervisory Body appointed pursuant to art. 6 of Decree 231/01 to supervise and monitor application of the organisational model, consistent with the legitimate interest of the Controller in adopting a system of internal control that prevents commitment of the offences envisaged in Decree 231/01, in order to prevent effectively any corporate offences. The related data will be retained for 10 years from collection.
- to professionals/business consulting firms and certification bodies, consistent with the legitimate interest of the Controller in obtaining and/or maintaining certification to international standards (ISO 9001 etc.), in order to make the organisation of work more efficient, improve the external reputation of the company and enhance the opportunities for access to public and private marketplaces. The related data will be retained for 3 years from collection, with the possibility of renewal.

The updated list of external Processors is available at the registered offices, as well as by telephone or e-mail.

The data provided will not be disseminated.

6- Transfers to other countries and international organisations (*will your data be transferred outside of the EU?*): your personal data will be managed and retained at the registered offices of the Controller and on servers located in Italy or within the European Union. Any transfer of data outside of the EU will take place in accordance with the law, to countries that guarantee an adequate level of protection or via adoption of the standard contractual clauses envisaged by the European Commission.

7- Automated decision-making processes (*will your data be subjected to automated decision-making processes?*): the processing carried out by the Controller will not be subjected to automated decision-making processes.

8- Complaints to the Supervisory Authority (*to which Supervisory Authority can complaints be made?*): data subjects who believe that the processing of their data infringes Regulation (EU) 2016/679 (GDPR) are entitled to lodge complaints with the Italian Data Protection Authority - Piazza di Monte Citorio 121 - 00186 Rome.

9- Rights of data subjects (*what are your rights in relation to our processing of your data?*): as a data subject, you have the following rights:



- Obtain confirmation about whether or not your personal data is being processed and, if so, obtain access to that data and all the information envisaged in art. 15 of the GDPR.
- Obtain the correction of inexact personal data relating to you without unjustified delay. Taking into account the purposes of data processing, you have the right to supplement any incomplete personal data, even via the provision of an additional statement.
- Obtain the erasure of personal data relating to you without unjustified delay.
- Exercise the right to be forgotten (in that case, art. 17, para. 2, requires the Controller not only to erase your data - obviously only if it deems the request legitimate, considering its interests - but also, "having regard for the available technology and the implementation costs", to adopt "reasonable technical and other measures" in order to inform any other controllers using the data made public by the Controller about the request received).
- Obtain the restriction of processing in any of the circumstances envisaged in art. 18 of the GDPR.
- Receive your personal data from the Controller in a structured, commonly used and machine-readable format, in the circumstances envisaged in art. 20 of the GDPR. In exercising your right to data portability, you have the right to obtain the direct transmission of your personal data from one controller to another, where technically feasible.
- Object at any time, on grounds relating to your particular situation, to the processing of your personal data pursuant to art. 6, para. 1, letters e) or f), of the GDPR. In this case, the Controller will cease further processing of your personal data, unless there are legitimate reasons requiring the continuation of processing that prevail over your interests, rights and freedoms, or for the verification, exercise or defence of a right in court.
- When lawful processing is based on consent, revoke such consent at any time without prejudice to the lawfulness of any processing based on the consent given prior to its revocation.
- Not to be subject to a decision based solely on automated processing that has legal effects concerning you or which significantly affects you in a similar way. This right does not apply in the circumstances governed by art. 22, para. 2, of the GDPR.
- Exercise your right to complain to the Supervisory Authority.

10- The Controller is **LB Officine Meccaniche S.p.A.**, Via Pedemontana 166 - 41042 Fiorano Modenese (MO), Tel. +39 0536 995111, Fax +39 0536 832812, e-mail privacy@lb-technology.it .

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