

INTRODUCTION

In the context of business processes, protecting the privacy of the person concerned during the processing of personal data, is object of great attention for our company Lauma Elettronica Srl.

The collected personal data are processed in compliance with the Italian and the European Community legislation, with particular reference to the European regulation 679/16 (hereinafter "GDPR") and the laws in force in the countries where the Society works.

Lauma Elettronica Srl, as owner, is committed to protecting Your privacy and Your rights and, in accordance with the principles imposed by the rules above, the processing of supplied data will be based on principles of correctness, lawfulness and transparency.

PURPOSE OF DATA PROCESSING

Our society must acquire, or it already holds, some data related to you.

The collection and the data processing are carried out in order to allow Our Society to conduct the following activities:

- management of the contractual relation (as customer, as supplier or as associate), more specifically: administrative and accounting activities, prior management of orders and contracts;
- management of controversies;
- selection based on our society necessities;
- fulfilment of tasks imposed by legal obligations;
- auditing and certification of financial statements (compulsory/optional);
- historical retention of data;
- collecting references during the stage involving pre-contractual documents.

DATA PROCESSING METHODS

Data processing is carried out using the following methods:

- manual, with registration, processing and filing paper;
- electronic, with registration, processing, retaining and transmission of data with the assistance of computer facilities

Instruments and tools – paper, magnetic, computerised and telematics – employed in the context of treatment activities are suitable to guarantee the security and confidentiality of the data.

Databases are kept in protected environments, whose access is under control and in compliance with legal requirements.

During the activities involving data processing, our Society undertakes to:

- guarantee the accuracy, the correctness and the update of the processed data, and promptly acknowledge potential changes and/or integration requested by the subject;
- use safety measures that will guarantee an appropriate protection of the data, considering the potential effects that the treatment may have on the rights and fundamental liberties of the subject;
- notify the person concerned, within the time and the cases provided by the mandatory legislation, possible violations of the personal data;
- ensure compliance of the activities involving data processing with the law regulations.

DATA RETENTION POLICY

Our company keeps in its systems personal information in a form which permits the identification of the subjects for a time frame not exceeding the purposes for which they are processed, or to comply with specific legal requirements or contractual obligations.

If the time frame is not established by regulatory sources for conservation, Lauma Elettronica Srl will keep the acquired data for 12 months starting from the termination of employment; if retention terms are subject to specific laws, Lauma Elettronica Srl will respect the established terms.

COMMUNICATION AND DISTRIBUTION OF DATA

Please take note that, notwithstanding the communications carried out in fulfilment of legal obligations, your personal data can be known by the Owner, the person responsible for the Data treatment and potential third party (people operating in the management of data).

Data can also be shared, with the express consent of the person concerned and for the purposes mentioned above, to the following subjects or categories of subjects:

- banks and loan banks;
- society associates, professionals (lawyers, accountants);
- our society contractor;
- company's clients;
- other offices belonging to this Society or other societies connected to ours or belonging to our group, that is societies with which is maintained a relationship of correspondence;
- accounting audit;
- whoever is a lawful beneficiary of communications provided by laws or regulations;
- agencies, authorities or public institutions;

The distribution of data acquired to the categories listed above, will still be bound to the purpose of the business relationship established with the subject and will be carried out only if approved.

RIGHTS OF THE DATA SUBJECT

The subject can enforce his rights, recognised by the articles 15-22 of the GDPR and by the current regulations, which are:

- Right of access: the right to obtain, from the owner of the treatment, confirm whether or not there is an on-going processing of personal data and, in this case, obtain access to personal data and more information regarding the origin, the purposes, the categories of processed data, the recipient of the communication and/or the transfer of data, etc.
- Right of amendment: the right to obtain, from the owner of the treatment, the amendment of incorrect personal data as well as the integration of incomplete data, providing a supplementary declaration.
- Right of cancellation: the right to obtain, from the owner of the treatment, deletion of personal data without undue delay in the following cases:
 - personal data are no longer necessary to the purpose of the treatment;
 - the agreement, on which is based the treatment, is revoked and there is no other legal basis for the processing;
 - personal data are illegally treated;
 - personal data must be cancelled to fulfil a legal obligation.
- Right of opposition to the treatment: the right to oppose in any moment to the treatment of personal data, which have a lawful interest of the subject as legal basis.
- Right to restrict the treatment: the right to obtain, from the owner of the treatment, the restriction of the treatment, in the cases in which the correct mess of the data is questioned (for a period of time required by the owner to verify the correctness of these personal data) and if the treatments is illegal and/or the subject takes position against the treatment.
- Right to data portability: right to receive personal data in a structured format, commonly used and readable by automatic devices, and to transmit these data to another owner of the treatment. This is valid only for cases in which the treatment is based on an agreement and only for data that have been processed through electronic means.
- Right to complain to a supervisory authority: : without prejudice to any other administrative or judicial review, the subject who considers that the treatment violates GDPR has the right to complain to the supervisory authorities of the Member State in which he resides or he usually works, that is the State in which the alleged violation occurred.

PROVISION OF DATA

The issue of the consent, if proposed by Lauma Elettronica Srl, is required to achieve the intended purposes since their non-availability would make it impossible to finalize the business relationship.

If you have any questions or comments regarding this policy or for the exercise of rights, the interested parties may contact the Owner of the treatment to the following references:

Lauma Elettronica Srl

Address: Giuseppe Garibaldi street, 122 – 21055 Gorla Minore

Communication through the form at this link: http://www.laumaelettronica.com/contatti_en.html

To the attention of: Mrs. Massenzana M.