

**INFORMATION ON THE PROCESSING OF PERSONAL DATA  
ART.13 GDPR 679/2016**

**RAVASI Srl**, in its capacity as Data Controller of your personal data, pursuant to and in accordance with Legislative Decree no. 196 dated 30th June 2003 (Personal Data Protection Code), hereinafter referred to as the 'Privacy Code', and the GDPR 679/2016 –European Data Processing Regulation, hereby informs you that the aforementioned legislation establishes the protection of persons and other subjects with respect to the processing of personal data and that such processing shall be based on the principles of correctness, lawfulness, transparency and protection of your privacy and your rights. Your personal data will be processed in accordance with the legislative provisions of the aforementioned law and the confidentiality obligations set out therein.

**Purposes of data processing:** in particular, your data will be processed for commercial, administrative and management purposes relating to sales relationships and the fulfilment of legislative and contractual obligations.

As part of the commercial agreements between the parties, RAVASI Srl is expected to produce:

Quotes, orders, transport notices, invoices, letters/communications and emails.

**Nature of the provision of data and consequences of any refusal to answer**

The provision of personal data is optional, yet any opposition to the pursuit of specific purposes and a partial or total refusal to answer will entail the impossibility or difficulty of managing the business relationship, of fulfilling the relevant obligations and of pursuing the aforementioned purposes, as well as the possible failure to acquire a right.

**Processing methods**

Your personal data may be processed for: a) outsourcing processing operations to third parties; b) processing by means of electronic calculators; c) manual processing by means of paper archives. All processing is carried out in compliance with the methods set out in Articles 11 and 31, et seq., of the Privacy Code and through the adoption of the minimum security measures set out in Articles 5 and 32 of the GDPR 679/2016, applied as of 25th May 2018.

**Communication:**

Your data shall be stored at our company headquarters and will be communicated exclusively to the competent subjects for the fulfilment of the services necessary for the correct management of the relationship, with guaranteed protection of the rights of the Data Subject.

Your data will only be processed by staff expressly authorised by the Data Controller and, in particular, by the following categories of appointees:

Administration Office, Secretariat, Sales Office and IT Consultants.

Your data may also be communicated to public/private entities for which the communication of data is compulsory, in this case the Revenue Agency, National Social Security Institute, the National Institute for Occupational Accident Insurance, entities that carry out various tasks for the same, such as compulsory compliance measures by law, debt collection, Banks and Credit Institutions, Forwarding Agents, Postal Service, Consultants and Professionals, also in associated form, Joint Bodies and the Lombardy Region.

**Dissemination:** Your personal data will not be disseminated in any way.

**Data Controller:** The Data Controller of the data is RAVASI Srl with head office at Largo Molinetto 1 – 20900 Monza (MB).

**Data Processor:** The Data Processor is the legal representative of the company, in the person of Mauro Luigi Ravasi.

**Rights of the Data Processor:** You may assert your rights as expressed by Articles 7, 8, 9 and 10 of Legislative Decree no. 196 dated 30th June 2003, by contacting the Data Controller, RAVASI Srl, through our headquarters, via telephone number +39 39320284 or by sending an email to [info@silvanoravasi.it](mailto:info@silvanoravasi.it).

At any time, you have the right to obtain confirmation of the existence or non-existence of your data and to know the content thereof.

To verify data accuracy or request that the data be supplemented, updated or rectified.

Pursuant to Article 7 of the Data Protection Code, you have the right to request the erasure, transformation into anonymous form or blocking of data processed in violation of the law, as well as to object, in any case for legitimate reasons, to the processing.

If you contact the Data Controller, you are requested to provide your email address, name, address and/or telephone number in order to enable the proper handling of your request.

**Right to access personal data and other rights per the European Data Protection Regulation – GDPR 679/2016**

The Data Subject shall have the right to obtain from the Data Controller confirmation as to whether or not personal data relating to them is being processed and, if so, to obtain access to the personal data along with the following information: a) the purposes of the processing; b) the categories of personal data concerned; c) the recipients or categories of recipients to whom the data has been or will be disclosed; d) where possible, the period for which the personal data is to be stored; e) the existence of the right of the Data Subject to request from the controller the rectification or erasure of the data or its restriction, or to object to any processing; f) the right to lodge a complaint with a Supervisory Authority; g) if the data is not collected from the Data Subject, all information on its origin; h) the existence of an automated decision-making process, including profiling as referred to in Article 22(1) and (4) and, at least in such cases, meaningful information on the logic utilised, as well as the importance and envisaged consequences of such processing for the Data Subject.

**Article 16 – Right of Rectification**

The Data Subject shall have the right to obtain from the Data Controller the rectification of inaccurate data relating to them, without undue delay.

Taking account of the purposes of the processing, the Data Subject has the right to obtain the integration of incomplete personal data, also by providing a supplementary declaration.

**Article 17 – Right to Erasure (Right to be Forgotten)**

The Data Subject has the right to request erasure of their personal data without undue delay and the Data Controller shall be obliged to erase said data without undue delay if the following conditions are fulfilled: a) the personal data is no longer necessary for the purposes for which it was collected; b) the Data Subject withdraws their consent on the basis of Article 6(1)(a) or Article 9(2)(a); c) the Data Subject objects to the processing under Article 21(1) and there is no overriding legitimate grounds for the processing or objects under Article 21(d); d) the data has been unlawfully processed; e) the data must be erased in order to comply with a legal obligation under the law of the Member State to which the Data Controller is subject; f) the data was collected in connection with the provision of the services of the information company as referred to in Article 8(1).

If the Data Controller has made data public and is obliged, pursuant to paragraph 1, to erase the data, the Data Controller shall – taking into account available technology and the costs of implementation – take reasonable measures, including technical measures, to inform the Data Controller who is processing the data of the request to erase any link to, copy or reproduction of their personal data.