

DOCUMENT ON THE PROCESSING OF PERSONAL DATA
(EU REG. 2016/679)

We inform you below how your personal data will be processed.

Data Controller

The Data Controller is the company BELTRAMI LINEN srl with offices in Vicolo degli Alpini 5, Cene, 24020, BG.

Why we process your data

We will use your personal data (e.g. name and surname, address, contact information, bank details etc.) for the following reasons:

1. acquisition of preliminary information for the provision of the service/product (e.g. estimates);
2. management of the supply of the service/product, invoicing and management of payments;
3. fulfilment of tax, accounting and laws and/or regulations that our company is required to comply with;

The processing of your data for the purposes listed above is legitimate to provide the requested service/product and to fulfil the related legal obligations.

Need to provide your data

Your data is necessary for the purpose indicated in the previous paragraph; therefore, if you decide not to provide us with your data, we cannot guarantee the provision of the services/products requested.

How we process your data

The security of your data is guaranteed through the implementation of adequate technical and organisational measures. We guarantee that your data will not be processed with automated decision-making processes.

How long we store your data for

Your data will be kept for the entire duration of the relationship and for the following 20 years.

Who we communicate your data to

Your data may be disclosed to the following subjects:

- employees and collaborators of the Data Controller, professional firms, consultants, IT service providers and other subjects who are external to our company, carefully selected and promptly trained;
- public bodies and administrations;
- credit and finance institutions, insurance companies.

Some of the subjects listed above are appointed as Data Processors; the complete list of appointments is available at the headquarters of the Data Controller.

What are your rights

You can exercise, at any time, the right of access, rectification, cancellation, limitation of the processing of your data.

To exercise these rights, you can contact us at the following addresses:

- Address: BELTRAMI LINEN srl with offices in Vicolo degli Alpini 5, Cene, 24020, BG.
- Telephone: 035 716320;
- Mail: amministrazione@beltrami.it;
- email: info.beltrami@pecarchivio.it.

Furthermore, you have the right to lodge a complaint with the Guarantor Authority for the Protection of Personal Data (<https://www.garanteprivacy.it/>).

Cene, Date of last update: 05/08/2021.