

**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:

- For the provision of the requested service/product and to fulfil the related legal obligations for the following purposes:
  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;
- Only with your prior consent for the following purposes:
  4. sending commercial and promotional communications relating to the products/services offered by our company (e.g. newsletters, emails, WhatsApp, etc.);
- For the legitimate interest of the BELTRAMI LINEN srl company to update its customers on the news of the products/services offered for the following purpose:
  5. sending commercial communications relating to services and products similar to those already used; You can ask at any time not to receive such communications anymore.

**Need to provide us with your data**

Your data is necessary for the purpose indicated in the points 1, 2 and 3; therefore, if you decide not to provide us with your data, we cannot guarantee the provision of the services/products requested.

The provision of data for the purposes referred to in points 4. and 5. is nevertheless optional: you can freely decide not to release any data or to deny us the possibility of using the data provided, without this preventing us from guaranteeing the supply of the product/service requested.

**How we process your data**

Your data will be processed manually (by authorised persons) and/or with an automated system, and its security will be guaranteed through the implementation of adequate technical and organisational measures.

In any case, we guarantee that your data will not be processed with automated decision-making processes.

**How long we keep your data for**

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

Your data, on the other hand, will be kept for 2 years from the end of the relationship, or until the consent is revoked,

for the purposes listed in point 4.

**Who we communicate your data to**

Your data can be communicated 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.

We inform you that we use Mailchimp which in some data transfers personal data outside the European Economic Area; in this case we guarantee the application of all the safeguards indicated in the updated DPA published at the following link: [https://mailchimp.com/legal/data-processing-addendum/#Annex\\_C - Standard Contractual Clauses](https://mailchimp.com/legal/data-processing-addendum/#Annex_C_-_Standard_Contractual_Clauses).

### **What are your rights**

You can exercise the right of access, rectification, cancellation, limitation of the processing of your data at any time; you can also revoke the consent referred to in point 4 at any time.

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](mailto:amministrazione@beltrami.it);
- Email: [info.beltrami@pecarchivio.it](mailto: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: 27/05/2024