

## PRIVACY NOTICE UNDER ART. 13 AND 14 OF THE GDPR

Dear client/supplier/user,

Articles 13 and 14, par. 1 of the European General Data Protection Regulation (GDPR) set out an obligation to notify the data subject, in the event of direct or indirect collection of his/her data, of the fundamental elements of the processing operation, specifying them in § 1, lett. a/f. Our company hereby complies with this obligation, by providing you with the following information:

### DATA CONTROLLER

The data controller is the company PAS LOGOS S.N.C. DI MANUELA MERCURIO E MICHELA BERARDINELLI, located in Forlì, via G. Mazzatinti n. 27, **CERTIFIED E-MAIL:** [pec@pec.paslogos.it](mailto:pec@pec.paslogos.it) **E-MAIL:** [info@paslogos.it](mailto:info@paslogos.it) **TEL:** +39 5431796247 **FAX:** +39 307771079

### PURPOSES

The data are collected for the following purposes: to fulfil obligations arising from a contract to which you are a party or to fulfil your specific requests prior to performance of the contract; to provide the requested service (translation, interpreting, certification, legalisation, transcription and revision service); to comply with obligations imposed by law, regulations or EU legislation; client management (managing clients; managing contracts, orders, outgoing deliveries and invoices; reliability and solvency checks); supplier management (managing suppliers; managing contracts, orders, incoming deliveries, invoices; selection based on the company's requirements); dispute management (breaches of contract; orders; settlements; debt collection; arbitration; legal disputes). The legal basis for processing is: to comply with contractual or pre-contractual requirements; to comply with legal obligations binding upon our company; to perform a task in the public interest or associated with the exercise of public powers vested in our company. The processing involves personal data and the source of the aforementioned data, other than the data subject (art. 13), may be a legal firm, another company or a relative of the data subject (art. 14).

### METHODS OF PROCESSING

With regard to the aforementioned purposes, the personal data are processed using hard copy and electronic systems, according to logic strictly associated with the aforementioned purposes and, in any case, in such a way as to guarantee the security and confidentiality of the data and full compliance with the law.

### DISCLOSURE

The recipients or potential categories of recipients are: the postal service or other correspondence delivery companies; banks and credit institutions; courts; Public Prosecutor's Offices; Justices of the Peace; debt collection companies; legal firms; insurance companies; IT equipment maintenance/repair companies; professional firms and/or companies and/or professional associations that provide us with certain accounting and/or tax services; public bodies; independent, project-based, occasional workers (*translators and interpreters*). The data will not be disseminated. The data may be transferred outside of the EU or to an international organisation based on the existence of an adequacy decision by the EU Commission (art. 45).

### RETENTION PERIOD

The retention period for the personal data contained in the databases subject to processing for contractual purposes extends beyond the duration of the contractual relationship, and in any case does not exceed 20 years, for the purposes of having access to work performed in the past and optimising



**Pas Logos snc**

di Manuela Mercurio e Michela Berardinelli

Forlì Register of Companies no. 03394760718 - Economic and Administrative Index c/o the Forlì Chamber of Commerce no. FO-309821

Tax Code and VAT no. 03394760718

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provision of the new service; the period required to comply with legal obligations, meanwhile, is provided for by law.

**RIGHTS OF THE DATA SUBJECT**

You are hereby informed of your right to request access to your personal data, to obtain their rectification, erasure or the restriction of processing of data concerning you, to object to their processing or to request their portability. You have the right to submit complaints to a supervisory authority.

**CONSEQUENCES OF REFUSAL TO PROVIDE THE DATA**

Provision of your data is required by law, and any refusal to provide such data will make it impossible to comply with legal obligations; provision of your data is also required to complete the contract and, as such, any refusal to provide the data will make it impossible to fulfil the contract.

Forlì, 25.05.2018



**PAS LOGOS** snc  
di Manuela Mercurio e Michela Berardinelli  
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