



**BUSI GIOVANNI Srl Via Molini, 24 25082 Botticino Sera (Bs)  
Italy**

Tel +39 030 2190304 Fax +39 030 2693387 E-mail [busi@busigiovanni.com](mailto:busi@busigiovanni.com)

C.f. e P.Iva IT 02057080174



## Customer information on the protection of personal data

Dear CUSTOMER

BUSI GIOVANNI Srl as "Controller" of personal data processing in accordance with Legislative Decree 196/2003 is providing the following information regarding the use of the personal data of its clientele.

### A) PROCESSED DATA

The company intends to process common personal data acquired directly from the interested party, which it intends to combine with data collected from third parties, the latter primarily taken from public registries or acts and documents which anyone can access.

These data regard: company name, legal form, address, postal code, web addresses, e-mail addresses, municipality, province, telephone, fax, registered office, executive offices, VAT and tax ID number, chamber of commerce registration number, date of establishment, type of business, commodity sector, raw materials used, markets, corporate posts, annual purchasing volumes, quality requirements, forms of payment and bank, any outstanding payments, total turnover, number of employees, holding group, financial and financial statement figures, name of personnel employed.

### B) PURPOSE OF DATA PROCESSING

The processing of the data which are periodically acquired and updated has the following purposes:

- 1) to fulfil obligations under the contract and fulfil legal obligations connected with financial statements, tax and accounting regulations;
- 2) to identify customer needs, including quality requirements, calculate the credit line, including for the purposes of stipulating an insurance policy for the loan, sending advertising and informative material, preparing budgets and market and reference statistics.

### B) PROCEDURE FOR DATA PROCESSING

Data processing may be performed with or without the assistance of electronic or automated means and almost all the operations in accordance with art. 4 paragraph 1) letter A) of the legislative decree shall be performed.

Namely, processing is organised in order to allow the subdivision of the data by client sector, Region, Province, commodity sector and method of payment.

### D) OBLIGATORY OR OPTIONAL NATURE OF PROVIDING DATA

Providing personal data related to the processing in question is obligatory to the extent necessary and limited to achieving the purposes listed at para. B1. For the purposes at para. B2 providing the data is optional.

### E) CONSEQUENCES OF REFUSING TO PROVIDE DATA

Refusing to provide obligatory data will prevent us from performing the obligations required by law and the contract. For a refusal to provide the remaining data there are no consequences. Nevertheless, we will be deprived of the possibility of becoming more familiar with your organisation and best meeting your needs, including quality requirements.

### F) FRAMEWORK OF DATA COMMUNICATION

The data in question shall be communicated to, or may be communicated to:

- public administrations, for performing institutional functions, within the limits established by law and regulations;
- banks, for making payments referred to in the contract;
- agents and distributors;
- our suppliers for carrying out activities connected with jobs, for example, but not limited to, the freight forwarders and courier services we use for deliveries;
- industry organisations we belong to, in order to obtain consultation on questions related to managing the contracts;
- lawyers, for legal assistance for any disputes which arise related to performance of the contract;
- accountants and bookkeepers, for completion of accounting paperwork;
- third party companies for completion of accounting paperwork;
- credit collection companies;
- insurance companies, for payment of the premium related to the loan insurance policy;
- auditing and financial statement certification companies;
- the board of directors and board of statutory auditors of our company.

### G) PERSON IN CHARGE OF PROCESSING AND PERSONNEL WHO CAN ACCESS THE DATA

The following people can access the data:

- people in charge of processing
- personnel of the Company's Administration and Accounting Department
- personnel who work for third party companies for completion of accounting paperwork;

- consultants and company collaborators for quality and organisation matters.

#### **F) FRAMEWORK OF DATA DISTRIBUTION**

The data in question may be distributed to:

- industry operators, during trade shows, conventions, sales meetings, for advertising and reference purposes
- to the public, for marketing and promoting the product.

#### **I) TRANSFER OF THE DATA ABROAD**

The data shall not be transferred abroad.

#### **I) RIGHTS OF THE DATA SUBJECT**

Article 7 of legislative decree 196/2003 grants the data subject certain rights, including:

- 1) the data subject has the right to obtain confirmation of the existence or non-existence of personal data which regard him/her, even if not yet recorded, and communication of such data in an intelligible form.
- 2) the data subject has the right to obtain the indication of: a) the origin of the personal data b) the purpose and procedure of their processing c) the logic applied in the case of processing effected with electronic means d) the identification data of the controller and manager e) the companies or categories of companies to which the data can be communicated or which may learn about the data as assigned representative in the country, manager or assigned personnel.
- 3) the data subject has the right to obtain: a) updating, rectification or, when desired, integration of the data b) cancellation, transformation into an anonymous form or blocking of the processed data in violation of the law, including situations where storing such data is not necessary for the purposes for which the data were collected or later processed c) certification that the operations in letters a) and b) have been communicated, also in terms of their contents, to those whose data have been notified or distributed, except in the case where compliance in this respect is impossible or involves the use of means manifestly disproportionate to the protected right.
- 4) the data subject has the right to oppose, wholly or in part: a) for legitimate reasons the processing of personal data which regard him/her, even if pertinent to the purpose of their collection b) processing of personal data which regard him/her for the purposes of sending advertising or direct marketing material or for market surveys or commercial communication.

#### **M) NAME AND ADDRESS OF THE PERSON IN CHARGE OF PROCESSING**

The person in charge of processing is Ms. Catina Busi, with service address for the purposes of legislative decree no. 196/2003, at the registered office of this Company.

Any changes regarding the Person in Charge of Processing of shall be notified immediately.

#### **N) DATA CONTROLLER**

The Data Controller is the company BUSI GIOVANNI Srl with registered office in Via Molini 24 25082 Botticino Sera (Brescia).

#### **O) CONSENT**

Consent, where necessary, can be given wholly or partly.

## **CONSENT TO PROCESS PERSONAL DATA**

BUSI GIOVANNI Srl  
Via Molini, 24  
25082 Botticino Sera (Brescia)  
Fax +39 030

2693387

It is not necessary to request consent for common data processed and communicated solely to fulfil obligations related to a contract which the data subject is party to or required by law, regulations or EU laws, or related to one of the other exemptions indicated in art. 24 of the legislative decree, and consent for transfer abroad is not envisaged. Consent is also not required for processing confidential data in the instance of the exemptions indicated in art. 26 of the legislative decree.

In accordance with art. 23 paragraph 2 of Legislative Decree 196 of 30 June 2003, consent may involve the entire processing or one or more operations of such processing. In such instances, separate consents are required.

I the undersigned \_\_\_\_\_ acting as Owner / Legal Representative

of \_\_\_\_\_

have received the information provided by BUSI GIOVANNI Srl and have completely read the information contained therein, with particular reference to the rights of the data subject in art. 7 of Legislative Decree 196/2003, with reference to the personal data which are the subject matter of such information

1)  I hereby grant my consent

to processing my data for purposes which are not strictly instrumental but also functional, such as advertising or promotional activities, evaluation of the level of customer satisfaction etc;

(tick to express consent to processing)

Date \_\_\_\_\_

Stamp and Signature of the Data Subject