

CUSTOMER DATA PROTECTION POLICY

Arts. 13 -14 Reg. EU no. 2016/679, the 'GDPR'

WHO IS THE DATA CONTROLLER?

The data controller is TB Marmi s.r.l., located at str. Statale 76 no. 39, 60037 Monte San Vito (AN), VAT number 02588520425, telephone +39 071948167, email: info@tbmarmi.it and certified e-mail (PEC): tbmarmisrl@pec.it.

More information is available at: <https://www.tbmarmi.it/it/>

WHAT IS THE PURPOSE OF THE PROCESSING? In compliance with Regulation (EU) no. 2016/679 on the processing of personal data and on the free movement of such data and with Legislative Decree no. 196/2003, as subsequently amended and supplemented, the "Personal Data Protection Code", we inform you, as a "Data Subject", that we process your data in order to carry out the following activities:

- a) contractual, administrative, tax and accounting purposes and for the response to requests for information made or otherwise required by law;

Should it become necessary to pursue further purposes for the processing of your data, which have not been indicated in this policy, we will inform you in advance about the new processing methods.

ON WHAT LEGAL BASIS DO WE PROCESS DATA?

The legal bases vary according to the purposes pursued and indicated above, so, with reference to point:

- a) Pursuant to Article 6(b) and (c) GDPR, the processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract, and also for compliance with a legal obligation to which the controller is subject.

FROM WHOM DO WE COLLECT DATA?

Wherever possible, we always collect personal data directly from the Data Subject.

WHAT CATEGORIES OF DATA DO WE PROCESS?

We mainly request and process only personal data categorised as 'common', such as first name, surname, tax code, VAT number, e-mail, telephone number. The providing of common personal data (appropriately specified when establishing the relationship) is mandatory in order to use our services. If the data is not provided, we will not be able to provide an adequate service or to provide it within the requested time frame, or this may result in partial, or total, non-performance of the activity assigned.

TO WHOM DO WE DISCLOSE PERSONAL DATA?

The data is processed at the registered office and operational headquarters of the Controller and at any other place where the parties involved in the processing may be located. Your personal data may be communicated to public bodies and institutions in order to comply with obligations laid down by laws and regulations, as well as to external companies that perform activities on behalf of the Controller, in their capacity as data processors. These data processors are accredited by us in advance and authorised to process data exclusively for the purposes described above, including the proper management of the contractual relationship established between the parties. All data controllers have been individually identified, and have received appropriate instructions to guarantee the rights of data subjects, and are also subject to the obligation of complying with the right to confidentiality.

HOW DO WE PROCESS THE DATA?

Your personal data will be processed by the Controller in both paper and digital formats. Only personnel authorised by the Controller may have access to it to carry out processing or system maintenance operations. We take all technical and organisational measures to prevent unauthorised access, disclosure, alteration or destruction. We also point out that we do not use an automated decision-making process within our organisation.

IS DATA TRANSFERRED TO COUNTRIES OUTSIDE THE EU?

Your data will not be transferred to third countries outside the European Union or with data protection regulations that are not aligned with the GDPR; moreover, it will not be disclosed by us to unauthorised third parties for purposes other than those set out in this policy.

HOW LONG DO WE STORE THE DATA? We will process your data for the time necessary to achieve the stated purposes for which it has been collected and it will be stored for the duration of the contractual relationship. The data may also be retained even after the termination of the relationship, for the entire period necessary to satisfy the obligations contractually undertaken and to fulfil the related obligations under applicable law. At the end of the envisaged period, the data will be destroyed, returned or processed ensuring compliance with the principle of minimisation for the protection of the rights and freedoms of the data subject and will always be stored using appropriate technical and organisational security measures.

WHAT ARE YOUR RIGHTS?

The data subject has the right to request from the Data Controller access to and rectification or erasure of personal data or restriction of processing concerning him or her, or to object to its processing, as well as the right to data portability, in accordance with the GDPR and, therefore, at any time he or she may request a digital copy of the data or its automatic transfer to other companies. In the cases provided, the data subject may also object to processing or withdraw any consent given. The data subject's right to lodge a complaint with the Data Protection Supervisory Authority remains unaffected. Any request to exercise these rights will be assessed within the limits of Articles 23 GDPR and 2-undecies and 2-duodecies of the Privacy Code. To exercise these rights or to obtain information on their content, we invite you to send a request by e-mail to the address of the Data Controller, indicated above, using the *"Form for Exercising of the Data Subject's Rights"* available on the website.