

## IDC - Indicom Document Care

39 Carnevali Street  
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### Information on the processing of personal data ex art. 13-14 Reg.to EU 2016/679

#### Data Subjects: prospect.

IDC - Indicom Document Care in the capacity of Data Controller of your personal data, pursuant to and for the purposes of EU Reg. 2016/679 hereinafter 'GDPR', hereby informs you that the aforementioned legislation provides for the protection of data subjects with respect to the processing of personal data and that such processing will be based on the principles of fairness, lawfulness, transparency and protection of your confidentiality and your rights.

Your personal data will be processed in accordance with the legislative provisions of the above-mentioned legislation and the confidentiality obligations stipulated therein. Your personal data may also, with your consent, be used for the following purposes:

- Marketing and Advertising purposes;
- Sale.

The provision of the data is optional for you with regard to the above-mentioned purposes, and your refusal to process them does not jeopardize the continuation of the relationship or the appropriateness of the processing itself.

Method of processing. Your personal data may be processed in the following ways:

- By means of electronic calculators with use of software systems operated by Third Parties;
- By means of electronic calculators using directly managed or programmed software systems;
- Processing of data collected by Third Parties;
- Data collection through cards, coupons and questionnaires;
- Processing by means of electronic calculators.

All processing is carried out in accordance with the methods set out in Articles 6, 32 of the GDPR and through the adoption of the appropriate security measures provided.

Your data will be processed only by personnel expressly authorized by the Data Controller and, in particular, by the following categories of authorized personnel:

- Project Area Office;
- Infrastructure Systems Area Office;
- R&D Systems Area Office;
- Sales Office;
- Consulting Office;
- Marketing Office.

Communication: your data may be communicated to external parties for proper management of the relationship and in particular to the following categories of Recipients including all duly appointed Data Processors:

- External suppliers for service delivery.

Dissemination: Your personal data will not be disseminated in any way.

Retention Period. Please note that, in accordance with the principles of lawfulness, purpose limitation and data minimization, pursuant to Art. 5 of the

GDPR, the retention period for your personal data is:

- 2 years.

Managing cookies: in case you have doubts or concerns about the use of cookies you can always take action to prevent them from being set and read, for example by changing the privacy settings within your browser in order to block certain types of cookies.

Since each browser - and often different versions of the same browser - also differ significantly from each other if you prefer to take action yourself via your browser's preferences you can find detailed information on the necessary procedure in your browser's help. For an overview of how to take action for the most common browsers, you can visit [www.cookiepedia.co.uk](http://www.cookiepedia.co.uk).

Advertising companies also allow you to opt out of receiving targeted ads if you wish. This does not prevent the setting of cookies, but it stops the use and collection of certain data by these companies.

For more information and opt-out options, visit [www.youronlinechoices.eu/](http://www.youronlinechoices.eu/).

Data Controller: the Data Controller, in accordance with the Law, is IDC - Indicom Document Care (Via Carnevali 39 , 20158 Milan (MI); VAT No.: 12187220962) in the person of its legal representative pro tempore.

You have the right to obtain from the controller the deletion (right to be forgotten), limitation, updating, rectification, portability, opposition to the processing of personal data concerning you, as well as in general you can exercise all the rights provided for in Articles 15, 16, 17, 18, 19, 20, 21, 22 of the GDPR.

### EU Reg. 2016/679: Articles 15, 16, 17, 18, 19, 20, 21, 22 - Rights of the Data Subject

1. The data subject has the right to obtain confirmation of the existence or non-existence of personal data concerning him or her, even if not yet recorded, their communication in an intelligible form and the possibility to complain to the Control Authority.

2. The data subject has the right to obtain information on:

- a. of the origin of the personal data;
- b. Of the purposes and methods of the processing;
- c. of the logic applied in case of processing carried out with the aid of electronic instruments;
- d. of the identification details of the data controller, data processors and the representative designated pursuant to Article 5, paragraph 2;
- e. of the subjects or categories of subjects to whom the personal data may be communicated or who may become aware of them in their capacity as designated representative in the territory of the State, managers or appointees.

3. The interested party has the right to obtain:

- a. the updating, rectification or, when interested, the integration of data;
- b. the cancellation, transformation into anonymous form or blocking of data processed in violation of the law, including data whose retention is not necessary in relation to the purposes for which the data were collected or subsequently processed;
- c. certification that the operations referred to in letters a) and b) have been brought to the attention, also as regards their content, of those to whom the data have been communicated or disseminated, except where this proves impossible or involves a manifestly disproportionate use of means compared to the protected right;
- d. the portability of the data.

4. The data subject has the right to object, in whole or in part:

- a. on legitimate grounds, to the processing of personal data concerning him/her, even though they are relevant to the purpose of the collection;
- b. to the processing of personal data concerning him/her for the purpose of sending advertising or direct sales material or for carrying out market research or commercial communication.

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### Data subject consent acquisition formula

Date : ..... Place : .....

First name, Last name : .....

Do you consent to the processing of personal data for the optional purposes below?

☐ YES ☐ NO Marketing and Advertising purposes

☐ YES ☐ NO Sales

Do you give your consent to the disclosure of your personal data?

☐ YES ☐ NO External suppliers for service delivery