



ARREDO3 PRIVACY DISCLOSURE

[pursuant to Art. 13 of Regulation (EU) 2016/679 - GDPR]

1) The **Data Controller** is ARREDO3 S.r.l., with head office in Scorzè (Italy), via Moglianese (hereinafter referred to as “the Controller”)

Any request for information concerning personal data protection can be addressed to the Controller’s head office or sent via e-mail to privacy@arredo3.it

The data processor can be contacted at the following address: rpd@arredo3.it .

2) Purpose of the processing

The aims of the data processing are specified below, together with the legal basis for the processing.

Purpose of the processing	Legal basis of the processing
Production and sale of modular furniture components for kitchens and living rooms	data processing is necessary for the execution of an agreement in which the data subject is a party or for fulfilling pre-contractual measures adopted on the latter’s request [Art. 6, Par. 1, letter b) of the GDPR]
Updates regarding options and characteristics of the products and services commercialised	data processing is necessary for the execution of an agreement in which the data subject is a party or for fulfilling pre-contractual measures adopted on the latter’s request [Art. 6, Par. 1, letter b) of the GDPR], or for pursuing the Controller’s legitimate interest [Art. 6, Par. 1, letter f) and taking into account Art. 47 of the GDPR].
Invoicing	data processing is necessary for the execution of an agreement in which the data subject is a party and for fulfilling a legal obligation [Art. 6, Par. 1, letter c) of the GDPR]
Credit recovery	data processing is necessary for pursuing the data controller’s legitimate interest which consists in safeguarding its receivables [Art. 6, Par. 1, letter f) of the GDPR]
Prevention of fraud, including IT-related fraud	data processing is necessary for pursuing the data controller’s legitimate interest which consists in safeguarding the services provided against fraudulent operations committed by third parties [Art. 6, Par. 1, letter f) of the GDPR]
Commercial promotion initiatives towards potential customers	Consent [Art. 6, Par. 1, letter a) of the GDPR] of the legitimate interest of the Controller in accordance with the interests, rights and fundamental freedoms of the data subjects. [Art. 6, Par. 1, letter f) and taking into account Art. 47 of the GDPR]

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3) Processing methods

The data is collected both from the data subject and through agents and dealers or sources accessible to the public and will be processed in written form and/or on magnetic, electronic or digital supports. Data conferral is optional but failure to confer the data could imply the impossibility of satisfying the contractual obligations and/or requests of the data subjects.

4) Personal data recipients

Aside from communications and diffusion of data for fulfilling legal obligations, also for the purpose of safeguarding credit and improving the management of our rights relative to the individual contractual relationship, exclusively for aims relating to contractual requirements and/or for satisfying your requests, the data may be communicated, besides to our staff, to:

- marketing agencies
- suppliers
- service companies for the executive design of kitchens
- commercial information companies
- banks and financial companies
- professionals and consultants
- agents and dealers
- logistics service and portorage companies
- companies operating in the transport sector
- subsidiaries and holding companies

5) Data retention

The data will be stored for the duration indicated in the following table:

Categories involved	Retention period
Customers and Suppliers	10 years from the execution of a contract or the fulfilment of a pre-contractual request, or for another specific duration if envisaged by the law
Data of customers who have terminated their contractual relationship, for marketing purposes	up to 7 years from the termination of the contractual relationship
Potential customers (prospects), for marketing purposes	up to 7 years from the granting of consent to data processing
Visitors who access the company offices	24 months from access
Recruitment candidates	12 months from receipt of the application

6) Exercise of the data subject's rights

With regard to the data itself, natural persons may exercise the rights stated under Chapter III, Arts. 12 to 23, of Regulation (EU) 2016/679.

We specify below the rights stated under Arts. 15 and 16 of Regulation (EU) 2016/679, recalling that the following rights may be exercised towards us:

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1. The data subject is entitled to obtain from the Controller confirmation as to whether or not data concerning him/her is being processed and, in such case, to obtain access to the personal data and receive the following information:

- a) the purposes of the processing
- b) the categories of the personal data in question
- c) the recipients or categories of recipients to which the personal data has been or will be communicated, in particular whether the data will be transferred to third countries or international organisations
- d) where possible, the relevant retention period of the personal data or, should this not be possible, the criteria used to determine this period
- e) the existence of the right to request from the Controller the correction or erasure of the personal data or the restriction of its processing, or to oppose its processing
- f) the right to submit a claim to the supervisory authority

2. The Controller shall provide, on request of the data subject, a copy of the personal data involved in the processing. If the data subject submits a request via electronic means, and without prejudice to any other indication of the data subject, the information shall be provided in common electronic format.

3. The data subject is entitled to obtain from the Controller the correction of incorrect personal data concerning him/her without undue delay. Taking into account the purposes of the processing, the data subject is entitled to obtain the integration of incomplete personal data, also by providing a supplementary declaration.

4. The data subject is entitled to obtain from the Controller the erasure of the personal data concerning him/her without undue delay if:

- a) the personal data is no longer necessary in relation to the aims for which it was collected
- b) the personal data was processed unlawfully
- c) the personal data must be erased for fulfilling a legal obligation envisaged by the laws of the European Union or of the member state to which the Data Controller is subject

Point 4 does not apply in the measure in which data processing is necessary: for ascertaining, exercising or defending a right in court.

5. If the legal basis of the data processing is grounded on consent, the data subject may withdraw said consent at any time without jeopardising the lawfulness of processing based on consent granted prior to the withdrawal.

The above-mentioned rights may be exercised by writing to the contact references given under the "Data Controller" paragraph.

The Data Controller

Arredo3 S.r.l.

A handwritten signature in blue ink, appearing to be 'F. Rossi', written over a horizontal line.