

PRIVACY POLICY
Articles 13 and 14 of EU REGULATION 2016/679

Data Subjects: Customers

Dear Customer,

“**APORA Soc. Coop. Agricola**”, as Data Controller for the processing of your personal data pursuant to and for the purposes of the EU Regulation 2016/679, hereinafter referred to as 'GDPR', hereby informs you that the above-mentioned regulation provides for the protection of the subjects involved as to the processing of their personal data. Data processing will be based on the principles of correctness, lawfulness, transparency and protection of your privacy and fundamental rights.

The Data Controller needs to collect personal data, such as name and surname, telephone or mobile phone number, email address, and tax code to mention a few, in order to achieve the purposes connected to the relationship management.

Your personal data are processed in compliance with the provisions of the aforementioned regulation and the confidentiality obligations provided therein.

Purposes and legal basis of the processing: in particular, your data will be processed for the following purposes related to the fulfilment of obligations, such as:

- Fulfilment of tax and accounting obligations; juridical basis: legal obligation;
- Customer management; juridical basis: contractual obligation;
- Customer billing history; juridical basis: legal obligation;
- Obligations provided for by the law in force; juridical basis: legal obligation;
- Service communications for the relationship management; juridical basis: contractual obligation;
- Management of possible litigations; juridical basis: legitimate interest.

Consequences of non-communication of data: the processing of functional data is necessary to manage the relationship properly. The provision of data is mandatory to fulfil the aforementioned purposes. The Data Controller also specifies that if a piece of mandatory information is not communicated or miscommunicated, this may entail that the Data Controller is not able to guarantee the adequate processing of data.

Optional purposes: The Data Controller may also process your data, upon your prior consent, to carry out market surveys, statistics and promotional activities, other than the activities needed to meet the requirements of the relationship. This might also include the sending of advertising and promotional materials by e-mail, post and/or text messages and/or telephone calls. The legal basis of the aforementioned purposes is consent.

Consequences in case of refusal of optional purposes: The provision of your data for the aforementioned purposes is optional. Hence, if you refuse consent for data processing, you will not compromise the continuation of the relationship or the adequacy of the processing itself.

Data processing mode: The processing is carried out by using manual and/or IT and online tools to guarantee the security, integrity and confidentiality of data in compliance with physical and logical organizational measures stated by law provisions, in order to minimize the risks of destruction or loss, unauthorized access, unauthorized modification and disclosure of data, in compliance with the processing modes set by articles 6, 32 of the GDPR.

Recipients: Some data might be notified or communicated to recipients in order to carry out some activities or provide support for operating and organizing such activities. Recipients may include the following subjects:

Third parties: (communication to: a natural or legal person, public authorities, services or entities other than the interested subject, the data controller, the data processor and other entities which are entitled to process data), such as:

- Banks and financial institutions that manage receipts and payments;
- Companies that manage traditional postal services or e-services;
- Consultants and freelancers dealing with accounting, tax, legal matters etc., also in the form of professional associations and firms, other than the data processors;
- Subjects/Entities by legal obligation, whose right to access your data may be provided for by legal obligations;
- Any other subject to whom it is necessary to communicate the data in order to fulfil the aforementioned purposes.

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Data processors: (the natural or legal person, public authority, service or entity which processes personal data on behalf of the data controller)

- Companies and other subjects, consultants and freelancers who have been entrusted with the fulfilment of obligations and mandatory tasks related to tax paying, administration, accounting, as well as legal consultants, trainers and professors, etc.
- Entities providing IT, web and other services necessary for the fulfilment of the purposes required for the relationship management.

Your data will be processed internally - within the corporate structure - only by staff that the Data Controller has authorized, with a view to guaranteeing compliance with the confidentiality agreement. In particular, the members of staff may include:

- Management;
- Financial Department;
- Secretariat;
- Any other staff member to whom it is necessary to communicate the data in order to fulfil the aforementioned purposes.

Disclosure: Your personal data will never be disclosed and disseminated to anyone else.

Data transfer to a third country: the data controller uses data processors that may be located in countries outside the EU, in particular: _____, guaranteeing that specific measures, such as Standard Contractual Clauses, are implemented for the U.S.A. - implementation of the Privacy Shield international agreement - or upon consent of the interested parties.

Data retention period: Please be advised that, in compliance with the principles of lawfulness, purpose limitation and data minimization as provided for by art. 5 of GDPR, the retention period of your personal data is established for a period of time not exceeding the fulfilment of the purposes for which they are collected and processed. If a contract is signed, the retention period may cease upon forfeiture or termination of the contract. The said data may be stored for a longer period of time, where applicable, for the purpose of managing possible disputes; the legal basis for longer retention is the legitimate interest of the data controller. The same methods and guarantees of data protection shall be used if data are to be stored for a longer period of time in compliance with the obligations set by the law, e.g. for at least 10 years as provided for by the tax legislation. The retention period of data processing for marketing reasons is in line with the purposes pursued by the data controller, and shall not exceed 3 years as from the most recent contact or feedback received.

Data Controller: the Data Controller, pursuant to the law, is APORA Soc. Coop. Agricola, registered office in Via Dismano, 2785 - 47522 Cesena (FC) - Italy | Tel. +39 0547 3771 - Fax +39 0547 377016, e-mail: privacy@orogel.it

Cesena, _____ / _____ / _____

EU Regulation 2016/679: Articles 15, 16, 17, 18, 19, 20, 21, 22 - Rights of the Data Subjects

1. The data subject shall have the right to obtain confirmation as to whether or not personal data concerning him or her are being processed, even if not yet recorded, and to their communication in intelligible format.

2. The data subject is entitled to obtain an indication regarding:

- a. the source of personal data;
- b. processing purposes and procedures;
- c. the logic involved in the case of processing by electronic means;
- d. identifiers of the data controller, processors and designated representatives pursuant to article 5 paragraph 2;
- e. the entities or groups of entities to which any of the personal data in question may be disclosed or which may be made aware of them as designated representative within the territory of the State, as processors or officers.

3. The data subject is entitled to apply for:

- a. updating, rectification or – if applicable – integration of the data;

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- b. erasure, transformation in anonymous form or blocking of data processed in violation of the law, including those for which storage is not necessary in relation to the purposes for which they have been collected or subsequently processed;
- c. documentation that the operations referred to under a) and b) have been notified, also as regards their content, to those to whom these data have been communicated or divulged, except for the case where this is impossible or involves the use of means which are manifestly disproportionate compared to the right being safeguarded;
- d. data portability.

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

- a. for legitimate reasons to the processing of personal data concerning him or her, even if they are relevant for the purpose of collection;
- b. to the processing of personal data concerning him or her in order to send advertising or direct sales materials or for market research or commercial communication purposes.

Complaint: data subjects also have the right to lodge a complaint with the Supervisory Authority following the required procedures, provided that the requirements are met. For any further information, and in order to claim the rights assigned to you by the European Regulation, you may write to the data controller.

Cesena, _____ / _____ / _____

Form for the acquisition of consent from the data subject for optional purposes

Place, _____ Date _____

Name and surname: _____

The undersigned data subject, having reviewed the information provided by the data controller pursuant to articles 13-14 of the GDPR, hereby confirms to have read this policy regarding the processing of personal data for purposes that may not be closely related to the fulfilment of the contractual relationship, as stated in the aforementioned policy,

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

YES **NO** The Data Controller may also process your data, upon your prior consent, to carry out market surveys, statistics and promotional activities, other than the activities needed to meet the requirements of the relationship. This might also include the sending of advertising and promotional materials by e-mail, post and/or text messages and/or telephone calls.

The Data Subject _____