

## CONTACT FORM PRIVACY POLICY

*Art. 13 -14 EU Reg. 2016/679 "GDPR"*

### WHO IS THE DATA CONTROLLER?

The Data Controller is **LA BOTTEGA S.P.A.**, with registered office in TRECATELLI (AN), 60012, address Marco Polo 2, Phone: 071 791191, E mail: : [info@labottega.com](mailto:info@labottega.com) , Pec: [labottegaspa@pec.labottega.com](mailto:labottegaspa@pec.labottega.com)

More information at: <https://www.labottega.com>

### WHO IS THE DATA PROTECTION OFFICER?

The Data Protection Officer (or Data Protection Officer -DPO) is your point of contact for any questions or problems related to the application of the GDPR, who can be reached at the following E-mail address: [privacy@labottega.com](mailto:privacy@labottega.com)

### WHAT IS THE PURPOSE OF THE PROCESSING?

In compliance with the GDPR on the processing of personal data and their free movement and with Legislative Decree 196/2003 as amended. "Code regarding the protection of personal data", we inform you, as a "Data Subject", that we process your data in order to carry out the activities deriving from your requests, to re-contact you, for pre-contractual activities, to carry out operations related to the execution of the contract, to fulfill legal obligations deriving from civil, tax, accounting regulations, as well as to allow effective administrative management and the consequent financial and commercial relations and, finally, to give feedback to the requests for information forwarded.

### ON WHAT LEGAL BASIS DO WE PROCESS THE DATA?

According to Art. 6 GDPR, letter b), the processing is necessary for the performance of a contract to which the data subject is a party or in order to take steps at the request of the data subject prior to entering into a contract.

### FROM WHOM DO WE COLLECT DATA?

We always collect, where possible, personal data directly from the Data Subject. For the purposes of, and within the limits of, the relationship established with the Data Subject, we may make requests to other autonomous Data Controllers, such as private facilities, public bodies, registers and/or public databases. Only if strictly necessary, and on a residual basis, we may contact a close relative or family member.

### WHAT CATEGORIES OF DATA DO WE PROCESS?

Mainly we only request and process personal data categorized as "common" (by way of example only, this may be first and last name, email address, contact number, ...). The provision of common personal data (appropriately specified in the request phase) is mandatory in order to use our services. In the absence of the same, we will not be able to receive your requests.

### TO WHOM DO WE DISCLOSE PERSONAL DATA?

Data are processed at the legal and operational headquarters of the Data Controller and in any other place where the parties involved in the processing may be located. Where applicable, your personal data may be disclosed to other public entities by complying with the obligations under laws and regulations. Where appropriate, it may be disclosed to external companies that perform outsourced activities on behalf of the Data Controller, in their capacity as data processors.

### HOW DO WE PROCESS THE DATA?

Your personal data will be processed by the Data Controller through the use of paper and digital format.

Only personnel authorized by the Data Controller will have access to it to carry out processing or system maintenance operations. We take all useful technical and organizational measures to avoid problems of unauthorized access, disclosure, modification or destruction. We also specify that we do not use within our organization, an automated decision-making process, including profiling, which produces legal effects concerning you and/or significantly affects you.

#### **IS DATA TRANSFERRED TO COUNTRIES OUTSIDE THE EU?**

Your data will not be transferred to third countries outside the European Union and with data protection regulations that are not aligned with the GDPR; it will also not be disclosed by us to any unauthorized third parties for purposes other than those stated in this policy.

#### **HOW LONG DO WE KEEP THE DATA?**

We will process your data for as long as necessary to achieve the stated purposes for which it was collected and it will be kept for the duration of the contractual relationship. They may also be retained even after the termination of the relationship for the entire duration necessary to extinguish the obligations contractually undertaken and to carry out the related fulfillments required by current legislation. At the end of the foreseen period, the data will be destroyed, redelivered or processed ensuring compliance with the principle of minimization to protect the rights and freedoms of the data subject and always storing them with appropriate technical and organizational 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 the 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, he or she may also object to or revoke the consent given. The data subject's right to lodge a complaint before the Italian Data Protection Authority([www.garanteprivacy.it](http://www.garanteprivacy.it)) remains unaffected. Any request to exercise rights will be evaluated within the limits of Articles 23 GDPR and 2-undecies and 2-duodecies Privacy Code. To exercise these rights or to obtain information on their content, we invite you to send a request via e-mail to the DPO address, above, using the "*GDPR Right exercise Form*" made available on the company website.