

1. Purpose of the processing for which data are intended. Mandatory and optional nature of data provision

Data processing is directed to:

- WITHOUT CONSENT

- A. implementation of precontractual and contractual activities and activities related to them (travel arrangements, obtaining visa facilitation etc.)
- B. contractual and fiscal obligations arising from existing relationships;
- C. Fulfilment of legal obligations under the law, regulations and directives issued by the Supervising Authorities;

The provision of personal data necessary for this purpose is optional but essential to the effective fulfilment of the contract

- ONLY WITH CONSENT

- D. Marketing activities (e-mail, mail and/or sms and/or phone calls, newsletters, commercial communications and/or promotional material about our products and customer satisfaction surveys);

The provision of personal data for this purpose is optional but not essential to the effective fulfilment of the contract and the processing does require the consent of the Data Subject

- E. Publishing of photos and videos of business fairs, meetings etc. on flyers, brochures, corporate website in order to share our Organization's activities with the outside;

The provision of personal data for this purpose is optional but not essential to the effective fulfilment of the contract and the processing does require the consent of the Data Subject

2. Legal basis for processing data

Personal data are processed for the following purpose:

- Compliance with contractual obligations (see A and B point 1);
- Legal obligations to which the data controller is subject (see C point 1);
- Consent (see D and E point 1);

3. Data processing modality

Personal data and those provided by your Organization may be processed in the following ways:

- Processing by electronic procedures;
- Manual processing by paper archives;

The processing of the data indicated above is carried out in compliance with principles and obligations of confidentiality through the systematic application, by our Organization, of appropriate protection and guarantee measures prepared both for hard and soft data processing and commensurate with the specificity of the data itself.

4. Categories of recipients to whom the personal data are disclosed data processed

For the purposes specified above, the personal data collected may be communicated to:

- Business Services companies for accounting, excise tax compliance and financial statement compilation;
- Companies providing banking, financial and insurance services;
- Customs services companies (if located in the EU);
- Valiani Distributors;
- Other Customers/Suppliers;
- Public and private bodies to comply within legal obligations;
- Public entities for funding opportunity;
- Companies of lawyers;
- Information technologies companies;
- Companies providing internet domains, hosting, cloud, server;
- Logistic companies;

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5. Personal data retention period

- For the purposes referred to letters A, B and C, we process and store personal data for a period of 10 (ten) years starting from the termination of the contractual relationship (unless otherwise required by current legislation) and for the time necessary for any defense in the judgment of the Data Controller;
- For the purposes referred to letter D, we process and store personal data for a period of 24 months starting from the issue of consent and in any case never beyond an explicit withdrawal of the consent;
- For the purposes referred to letter E, we process and store personal data until consent is revoked; without prejudice to that our organization does not have direct control of the activities resulting from the diffusion on the web and social networks.

6. Transfer of personal data outside the European Economic Area

It is not intended to transfer the personal data collected to countries outside the European Economic Area; All data are stored in our secure and reliable servers located in the European Economic Area

7. Data subject rights and personal information:

The General Data Protection Regulation (GDPR) grants subject the following rights:

- of access in accordance with Article 15 GDPR;
- of rectification in accordance with Article 16 GDPR;
- of erasure in accordance with Article 17 GDPR;
- to set restrictions of processing in accordance with Article 18 GDPR;
- to object in accordance with Article 21;
- and the right to data portability in accordance with Article 20 GDPR;
- to complaint to a supervisory authority in case of violations of the GDPR

8. Exercising the personal data access right and other rights

The Data Subject can exercise any of the above mentioned rights sending a written communication via e-mail to: privacy@valiani.it
The request will be managed within the time provided by the GDPR.

9. Data Controller

The Data Controller is **Valiani S.R.L** Via delle Regioni, 305 – 50052 Certaldo – Firenze (Italia).

10. Consent of the User/ Data Subject

The Data Subject _____ declares that he has read, understood and expressly accepted the present Privacy Policy, granting his express and unequivocal consent to Valiani to process his data in accordance with :

- the purposes referred to letter D in point 1: Yes No ;
- the purposes referred to letter E in point 1: Yes No ;

Date _____

Signature _____