

PRIVACY POLICY FOR THE PROCESSING OF PERSONAL DATA

(Article 13 EU Regulation No. 679 of 27 April 2016 on the protection of personal data "GDPR")

Pursuant to the requirements imposed by the General Data Protection Regulation, the Data Controller provides the data subject with the following information in relation to the processing of personal data carried out.

DATA PROCESSOR

Company name	Urbani Tartufi s.r.l.	VAT number / Tax Code	IT02554550547 / IT02554550547
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CONTACTS FOR THE EXERCISE OF RIGHTS

Requests to exercise rights under the GDPR or any revocation of consent may be addressed to the Data Controller at the following contact points:

Address	SR 209 Valnerina Km 31+300 - 06040, Sant'Anatolia di Narco (PG) - Italy	Contact points	0743 613171, gpd@urbanitartufi.it, urbanitartufi@pec.it
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DATA SUBJECT CATEGORIES

Suppliers

PROCESSING

Purchasing Cycle		
	Purposes	Legal basis
Purposes not requiring consent	Purchase of goods	Performance of a contract and/or pre-contractual measures
	Acquisition of services	Performance of a contract and/or pre-contractual measures
Types of mandatory data	Various Supplier Contracts, Supplier Master Data The provision of data is mandatory for everything regarding the execution of contractual, administrative, and legal obligations regarding the supply relationship. Any refusal to provide the data, or revocation of consent, makes it impossible to execute the contract.	
Types of optional data	Shipping documents, Price lists, Estimates, Contact details, Purchase invoices The conferment of data is optional. However, refusal to provide the data or partial or complete opposition to their processing may nevertheless make it impossible for the company to establish the contractual relationship.	
Recipient Categories	For legal obligations or exclusively for functional purposes within the scope of the execution of the contract, the collected data may be disclosed to the following categories of recipients: Tax consultants, Revenue Agency	
Retention periods per category of personal data	Category	Retention period
	Contracts	Data are kept for the time necessary to pursue the purposes for which they are processed, in application of the provisions of the reference legislation, except for the longer period necessary to ensure the possible protection of the company with regard to liability arising from the contractual relationship, to comply with legal obligations, due to the nature of the data or document, or for reasons of public interest or the exercise of public powers.
	Master data	Data are kept for the time necessary to pursue the purposes for which they are processed, in application of the provisions of the reference legislation, except for the longer period necessary to ensure the possible protection of the company with regard to liability arising from the contractual relationship, to comply with legal obligations, due to the nature of the data or document, or for reasons of public interest or the exercise of public powers.
	Economic data	Data are kept for the time necessary to pursue the purposes for which they are processed, in application of the provisions of the reference legislation, except for the longer period necessary to ensure the possible protection of the company with regard to liability arising from the contractual relationship, to comply with legal obligations, due to the nature of the data or document, or for reasons of public interest or the exercise of public powers.
	Tax data	Data are kept for the time necessary to pursue the purposes for which they are processed, in application of the provisions of the reference legislation, except for the longer period necessary to ensure the possible protection of the company with regard to liability arising from the contractual

		relationship, to comply with legal obligations, due to the nature of the data or document, or for reasons of public interest or the exercise of public powers.
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Purchasing Cycle - Procurement		
Purposes not requiring consent	Purposes	Legal basis
	Purchase of goods	Performance of a contract and/or pre-contractual measures
	Acquisition of services	Performance of a contract and/or pre-contractual measures
Types of mandatory data	Estimates, Supplier Master Data The provision of data is mandatory for everything regarding the execution of contractual, administrative, and legal obligations regarding the supply relationship. Any refusal to provide the data, or revocation of consent, makes it impossible to execute the contract.	
Types of optional data	Miscellaneous Supplier Contracts, Shipping documents, Purchase invoices, Price lists, Contact details, Tax data, Orders The conferment of data is optional. However, refusal to provide the data or partial or complete opposition to their processing may nevertheless make it impossible for the company to establish the contractual relationship.	
Recipient Categories	For legal obligations or exclusively for functional purposes within the scope of the execution of the contract, the collected data may be disclosed to the following categories of recipients: Revenue Agency, Tax consultants	
Retention periods per category of personal data	Category	Retention period
	Contracts	Data are kept for the time necessary to pursue the purposes for which they are processed, in application of the provisions of the reference legislation, except for the longer period necessary to ensure the possible protection of the company with regard to liability arising from the contractual relationship, to comply with legal obligations, due to the nature of the data or document, or for reasons of public interest or the exercise of public powers.
	Master data	Data are kept for the time necessary to pursue the purposes for which they are processed, in application of the provisions of the reference legislation, except for the longer period necessary to ensure the possible protection of the company with regard to liability arising from the contractual relationship, to comply with legal obligations, due to the nature of the data or document, or for reasons of public interest or the exercise of public powers.
	Economic data	Data are kept for the time necessary to pursue the purposes for which they are processed, in application of the provisions of the reference legislation, except for the longer period necessary to ensure the possible protection of the company with regard to liability arising from the contractual relationship, to comply with legal obligations, due to the nature of the data or document, or for reasons of public interest or the exercise of public powers.
	Tax data	Data are kept for the time necessary to pursue the purposes for which they are processed, in application of the provisions of the reference legislation, except for the longer period necessary to ensure the possible protection of the company with regard to liability arising from the contractual relationship, to comply with legal obligations, due to the nature of the data or document, or for reasons of public interest or the exercise of public powers.

Admin - Treasury		
Purposes not requiring consent	Purposes	Legal basis
	Collection management	Performance of a contract and/or pre-contractual measures
	Financial analyses	Performance of a contract and/or pre-contractual measures
	Supplier payments	Performance of a contract and/or pre-contractual measures
Types of mandatory data	Supplier master data, invoicing and payment data The provision of data is mandatory for everything regarding the execution of contractual, administrative, and legal obligations regarding the supply relationship. Any refusal to provide the data, or revocation of consent, makes it impossible to execute the contract.	
Types of optional data	Customer master data The conferment of data is optional. However, refusal to provide the data or partial or complete opposition to their processing may nevertheless make it impossible for the company to establish the contractual relationship.	
Recipient Categories	For legal obligations or exclusively for functional purposes within the scope of the execution of the contract, the collected data may be disclosed to the following categories of recipients: Consulting firm	
Retention periods per category of personal data	Category	Retention period
	Master data	Data are kept for the time necessary to pursue the purposes for which they are processed, in application of the provisions of the reference legislation, except for the longer period necessary to ensure the possible protection of the company with regard to liability arising from the contractual relationship, to comply with legal obligations, due to the nature of the data or document, or for reasons of public interest or the exercise of public powers. Only the contact data provided by the customer will be retained until the right of revocation is exercised, so that Urbani Tartufi Srl can subsequently offer further products similar to those already provided.
	Economic data	Data are kept for the time necessary to pursue the purposes for which they are processed, in application of the provisions of the reference legislation, except for the longer period necessary to ensure the possible protection of the company with regard to liability arising from the contractual relationship, to comply with legal obligations, due to the nature of the data or document, or for reasons of public interest or the exercise of public powers. Only the contact data provided by the customer will be retained until the right of revocation is exercised, so that Urbani Tartufi Srl can subsequently offer further products similar to those already provided.

Admin - Administration		
Purposes not requiring consent	Purposes	Legal basis
	Administrative, accounting and fiscal management of the company, for operation and fulfilment of tax obligations	Accounting and administrative obligations
Types of mandatory data	Suppliers' master data, Accounting documents Mandatory The provision of data is mandatory for everything regarding the execution of contractual, administrative, and legal obligations regarding the supply relationship. Any refusal to provide the data, or revocation of consent, makes it impossible to execute the contract.	
Types of optional data	Shipping documents, Invoices, Tax Receipts, Customer Records, Certificates of Economic and Financial Capacity, Certificates of Technical and Professional Capacity, Certificates of Income from Employment, Self-Employment or Other Income, Single Certificate for the Company, Certificates of General Requirements, Payment Data, Solvency The conferment of data is optional. However, refusal to provide the data or partial or complete opposition to their processing may nevertheless make it impossible for the company to establish the contractual relationship.	
Recipient Categories	For legal obligations or exclusively for functional purposes within the scope of the execution of the contract, the collected data may be disclosed to the following categories of recipients: Internal Revenue Service, Social Security Institutions, Accounting and Labour Consulting firms	
Retention periods per category of personal data	Category	Retention period
	Master data	Data are kept for the time necessary to pursue the purposes for which they are processed, in application of the provisions of the reference legislation, except for the longer period necessary to ensure the possible protection of the company with regard to liability arising from the contractual relationship, to comply with legal obligations, due to the nature of the data or document, or for reasons of public interest or the exercise of public powers. Only the contact data provided by the customer will be retained until the right of revocation is exercised, so that Urbani Tartufi Srl can subsequently offer further products similar to those already provided.
	Economic data	Data are kept for the time necessary to pursue the purposes for which they are processed, in application of the provisions of the reference legislation, except for the longer period necessary to ensure the possible protection of the company with regard to liability arising from the contractual relationship, to comply with legal obligations, due to the nature of the data or document, or for reasons of public interest or the exercise of public powers. Only the contact data provided by the customer will be retained until the right of revocation is exercised, so that Urbani Tartufi Srl can subsequently offer further products similar to those already provided.
	Tax data	Data are kept for the time necessary to pursue the purposes for which they are processed, in application of the provisions of the reference legislation, except for the longer period necessary to ensure the possible protection of the company with regard to liability arising from the contractual relationship, to comply with legal obligations, due to the nature of the data or document, or for reasons of public interest or the exercise of public powers. Only the contact data provided by the customer will be retained until the right of revocation is exercised, so that Urbani Tartufi Srl can subsequently offer further products similar to those already provided.

Admin - AUDITING OF FINANCIAL STATEMENTS		
Purposes not requiring consent	Purposes	Legal basis
	Management duties and obligations	Legal obligations
Types of optional data	Financial statements, Company Registers, Accounting Records The conferment of data is optional. However, refusal to provide the data or partial or complete opposition to their processing may nevertheless make it impossible for the company to establish the contractual relationship.	
Retention periods per category of personal data	Category	Retention period
	Master data	Data are kept for the time necessary to pursue the purposes for which they are processed, in application of the provisions of the reference legislation, except for the longer period necessary to ensure the possible protection of the company with regard to liability arising from the contractual relationship, to comply with legal obligations, due to the nature of the data or document, or for reasons of public interest or the exercise of public powers.
	Economic data	Data are kept for the time necessary to pursue the purposes for which they are processed, in application of the provisions of the reference legislation, except for the longer period necessary to ensure the possible protection of the company with regard to liability arising from the contractual relationship, to comply with legal obligations, due to the nature of the data or document, or for reasons of public interest or the exercise of public powers.
	Tax data	Data are kept for the time necessary to pursue the purposes for which they are processed, in application of the provisions of the reference legislation, except for the longer period necessary to ensure the possible protection of the company with regard to liability arising from the contractual relationship, to comply with legal obligations, due to the nature of the data or document, or for reasons of public interest or the exercise of public powers.

RIGHTS OF THE DATA SUBJECT (Articles 15 to 22 and Article 13 of the GDPR)	
Right of access	According to Article 15 of the GDPR, the data subject has the right to request access to their personal data from the controller.
Right to rectification	According to Article 16 of the GDPR, the data subject has the right to request rectification of their personal data from the controller.
Right to erasure	According to Article 17 of the GDPR, the data subject has the right to request erasure of their personal data from the controller.
Right to restriction of processing	According to Article 18 of the GDPR, the data subject has the right to ask the controller to restrict the processing of his/her data.
Right to object	According to Article 21 of the GDPR, the data subject has the right to object to the processing of his/her data.
Right to data portability	According to Article 20 of the GDPR, the data subject has the right to portability of his/her data.
How to exercise the rights	To assert his/her rights, the data subject may contact the Data Controller specifying the subject of his/her request, the right he/she intends to exercise and attaching a photocopy of an identity document attesting to the legitimacy of the request, using the contact details given in this document.
Additional notes	The data subject may also lodge a complaint with a supervisory authority (e.g. the Data Protection Authority).
AUTOMATED PROCESS	
Is there an automated process?	Processing is not based on an automated decision-making process.

Examination
· I state that I have taken note of this privacy policy.

NAME AND SURNAME (BLOCK LETTERS)

DATA SUBJECT'S SIGNATURE

DATE