

## 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

<b>Company name</b>	Urbani Tartufi s.r.l.	<b>VAT number / Tax Code</b>	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:

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

Website users

## PROCESSING

### Order Processing

	Purposes	Legal basis
<b>Purposes not requiring consent</b>	Processing of active orders, generation of invoices and transport documents	Execution of a contract and/or pre-contractual measures, legal obligation, compliance with accounting, administrative and tax regulations.
<b>Types of mandatory data</b>	Master data, Confidentiality agreements, Invoicing and payment data  Participating in the contest is on a voluntary basis, without providing the requested personal and contact details it is not possible to take part in the contest; the system requires the win code provided by the online procedure and an identity document.	
<b>Recipient Categories</b>	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:  Accounting and labour consulting firms	
<b>Retention periods per category of personal data</b>	<b>Category</b>	<b>Retention period</b>
	<b>Master data</b>	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.
	<b>Economic data</b>	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.

<b>SALES E-commerce</b>		
<b>Purposes not requiring consent</b>	<b>Purposes</b>	<b>Legal basis</b>
	Advertising campaigns	Performance of a contract and/or pre-contractual measures
	Sales activities	Performance of a contract and/or pre-contractual measures
<b>Types of mandatory data</b>	Master data, invoicing and payment data  Participating in the contest is on a voluntary basis, without providing the requested personal and contact details it is not possible to take part in the contest; the system requires the win code provided by the online procedure and an identity document.	
<b>Recipient Categories</b>	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:  Accounting and labour consulting firms	
<b>Retention periods per category of personal data</b>	<b>Category</b>	<b>Retention period</b>
	<b>Master data</b>	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.
	<b>Tax data</b>	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.

<b>SALES - Managing contests</b>		
<b>Purposes not requiring consent</b>	<b>Purposes</b>	<b>Legal basis</b>
	Sales and marketing activities	Legitimate interest, Acquisition of new leads for direct marketing.
<b>Types of mandatory data</b>	Contact data provided on a voluntary basis Participating in the contest is on a voluntary basis, without providing the requested personal and contact details it is not possible to take part in the contest; the system requires the win code provided by the online procedure and an identity document.	
<b>Retention periods per category of personal data</b>	<b>Category</b>	<b>Retention period</b>
	<b>Master data</b>	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.

<b>RIGHTS OF THE DATA SUBJECT</b> (Articles 15 to 22 and Article 13 of the GDPR)	
<b>Right of access</b>	According to Article 15 of the GDPR, the data subject has the right to request access to their personal data from the controller.
<b>Right to rectification</b>	According to Article 16 of the GDPR, the data subject has the right to request rectification of their personal data from the controller.
<b>Right to erasure</b>	According to Article 17 of the GDPR, the data subject has the right to request erasure of their personal data from the controller.
<b>Right to restriction of processing</b>	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.
<b>Right to object</b>	According to Article 21 of the GDPR, the data subject has the right to object to the processing of his/her data.
<b>Right to data portability</b>	According to Article 20 of the GDPR, the data subject has the right to portability of his/her data.
<b>How to exercise the rights</b>	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.
<b>Additional notes</b>	The data subject may also lodge a complaint with a supervisory authority (e.g. the Data Protection Authority).
<b>AUTOMATED PROCESS</b>	
<b>Is there an automated process?</b>	Processing is not based on an automated decision-making process.