

OMAC (see reference at the bottom of the document), in its capacity of Controller, in the person of its Legal Representative, within the meaning of Articles 13 and 14 of UE Regulation 2016/679 (GDPR), informs that the provided personal data are processed in a lawful, correct, and transparent way.

1. Purposes and legal basis of the processing

A) The execution of pre-contractual measures (requests of information, quotations, employees selection, etc.) with regard to services and products offered or requested by the Controller. Measures that, therefore, constitute the legal basis of the treatment (Art.6.1.b of the GDPR).

B) The execution of a contract for the purchase or supply of products or services with the Controller and therefore:

- the fulfilment of the consequent tax and legal obligations, as well as the exercise of the rights of defense of the Controller;
- the sending (always revocable) of communications via e-mail, related to products and/or services offered by the Controller.

Therefore, the lawful basis of the processing is the contract (Art.6.1.b GDPR).

C) The sending to contacts and/or potential customers, via e-mail, of commercial communications and/or advertising material on products/services offered by the Controller, as well as surveys on customer satisfaction or quality of services. In this case by acceptance or consent, always revocable through a specific procedure.

2. Subject of the processing

For the purposes referred to above, will be processed identification data (e.g. name/surname, phone, address, e-mail) collected in the presale/offer steps, employees selection and following the execution of an order for the purchase or the supply of goods or services.

3. Processing method

The personal data will be processed only by staff with prior authorization and training, in electronic or paper format, also using automated modes suitable to store, manage and transmit it, and always by means of suitable tools, as far as possible up-to-date in technological terms, and to guarantee its security and privacy, also using procedures to avoid the risk of loss, unauthorized access, illicit use and dissemination.

4. Provision of personal data

The provision of personal data for the achievement of the purpose referred to in point **B**, should be considered as mandatory. The failure to provide it will not allow on our part to fulfill tax and legal obligations, therefore to perfect the relationship with the customer and, in relation to our suppliers, to receive goods and services from them. The provision of personal data for the achievement of the purpose referred to in points **A** and **C**, is to be considered optional; their non-conferment does not entail any consequences if not the impossibility of receiving a quotation, preliminary information on products (purpose in point A), commercial communications and material relating to the services offered by the Controller (purpose in point C).

5. Data disclosure and transfer

In pursuing the purposes illustrated, data may be disclosed to various subjects, among which by no way of limitation:

- individuals and entities whose access to that data is recognized by legislative measures;
- physical, legal subjects, public or private, to whom communication is necessary or functional to our activity;
- banks, lawyers, insurances, software or web platforms for the management of our services.

In no case the provided personal data will be disseminated without authorization and the same are also not meant to be transferred to a third country or to an international organization outside the EEA.

6. Retaining of the data

The personal data will be processed up to the end of the relationship and will be retained, for the purposes referred to in points **A** up to 12 months also for our organizational needs. For the purposes referred to in point **B**, will be retained no longer than 10 years, in accordance with the current ministerial provisions, on tax and taxation matters. For the purposes referred to in point **C**, will be retained 2 years from last contact with the data subject.

7. Rights of the data subjects

The Controller guarantees the rights provided for by Articles 15 to 22 of the GDPR which include: requesting and obtaining access to personal data, rectification, erasure or limitation of their processing, as well as the right to object, in whole or in part, for legitimate reasons, to processing of personal data, to request their portability, lodge a complaint with a supervisory authority and to withdraw the provided consent/s (the revocation will not affect the lawfulness of the treatment based on consent before the withdraw).

These rights can be exercised by sending a communication to the Controller to the address: privacy@omac-italy.it.

Last update: **06/12/2018**