

## PRIVACY POLICY IN ACCORDANCE WITH ART.13 OF THE GDPR FOR CUSTOMERS AND SUPPLIERS' COLLECTION OF DATA

Dear customer/supplier

The European Regulation concerning the protection of personal data (GDPR) at the art. 13, sub-section 1, imposes an obligation to inform the person concerned about the essentials of treatment of personal data, specifying them in paragraph 1, lett.a/f.

This undersigned firm fulfills these obligations by informing you that:

The data controller is ART LAB S.R.L., located in SANTA CROCE SULL'ARNO, 56029 (PI), VIA LAZIO 17/19, PEC: [artlabsrl@pec.it](mailto:artlabsrl@pec.it), EMAIL: [artlabsrl@artlabsrl.eu](mailto:artlabsrl@artlabsrl.eu), tel. 0571366932, FAX: 0571367050.

Data are collected for the following purposes:

- Management of the clientele (handling of the clientele, management of the contracts, orders, shipping and invoices, reliability verification and solvency);
- Management of suppliers (supplier management; administration of contracts, orders, deliveries and invoices; selection in relation to company requirements);
- Fulfillment of legal obligations
- Dispute management
- Execution of obligations arising from a contract or pre-contractual relationship

The following legal bases apply to the processing of your personal data: contractual or pre-contractual obligations, and on legal obligations to which this company is subject.

The recipients or category of recipients are: public bodies; post offices or other mail delivery companies; banks and credit institutions; credit recovery companies; law firms; insurance companies; companies for the maintenance/repair of IT equipment; professional firms; and/or companies and/or business associations and entrepreneurs' associations that provide us with certain accounting and/or tax services etc.

Further information required in order to guarantee a fair and transparent processing of data:

Period of time in which personal data are stored in the databases:

How long data relating to potential customers/suppliers are stored?

- For pre-contractual agreements upon application by the users themselves (aimed at drafting the agreement or commercial offer), data will be kept for 3 years.
- For contractual obligations data will be kept for 10 years
- For law obligations data will be kept for 10 years

We inform you that you have the right to access your personal data, to amend, cancel, restrict the processing of your personal details and to object their processing and portability.

You also have the right to file a complaint to the supervisory authority.

The provision of your data is a necessary requirement for the conclusion of the contract and it is legally required. Therefore, your refusal to communicate the data will make it impossible to fulfill the contract.

Santa Croce sull'Arno (PI), 08/01/2024

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