T.I.S. SERVICE SPA

PERSONAL DATA PROCESSING NOTICE

T.I.S. SERVICE SPA (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

Provisioned data are processed for: the performance of a contract/order for the supply or purchase of good or services, the fulfilment of the consequent tax and legal obligations, the handling of information/presale requests and staff's selection, to send commercial communications by email (revocable at any time), related to products and/or services similar to those already acquired/provided from the Controller, as well as the exercise of the rights of defense of the Controller.

The lawful basis of this processing are contract/order and/or pre-contractual steps (Article 6.1.b of the GDPR).

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 and following the execution of an order for the purchase or the supply of goods or services.

For employees selection and research, besides the aforementioned personal data, processing of special category of personal data could take place, for example data concerning health. In this case the submission of a curriculum as self-nomination or in answer to a job offer, will itself represent explicit expression of consent to the processing.

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 aforementioned purposes, as provided for, should be considered as mandatory; the failure to provide it will not allow on our part to establish any relationship, to fulfill information requests and in relation to our suppliers, to receive from them goods and services.

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 including: group or subsidiary companies, banks, lawyers, insurances, software or web platforms services, etc..;

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 collected for contractual purposes will be processed up to the end of the relationship and will be retained, in limited form, no longer than 10 years in order to fulfill the current obligations in tax matters.

The data collected within the scope of pre-contractual steps, information requests and staff's selection, will be processed up to the end of the task and retained no longer than 12 months, also for our organizational needs.

7. Rights of the data subject

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, to withdraw the provided consent/s and lodge a complaint with a supervisory authority.

These rights can be exercised by sending a communication to the Controller to the references at the bottom of the page.

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