

This document (hereinafter referred to as Policy) provides information regarding the processing of personal data, in compliance with EU Regulation 679/2016 (hereinafter GDPR - General Data Protection Regulation).

Data Controller

The ownership of the Treatment is attributed to the company CERACARTA S.p.A. located in via Secondo Casadei, 14 - Forli (FC), tel. +39 0543780055, email info@ceracarta.it, PEC ceracarta@pec.it

Purpose of Processing

The processing of personal data is aimed at the following activities:

Management of business processes related to commercial functions such as management of offers, orders, shipments and contracts.

Management of business processes related to financial functions such as billing management.

Fulfillments / accounting and tax obligations.

Management of business processes related to quality functions such as detection of non-compliance, quality management.

Methods of Treatment

Processing is carried out by means of operations or complex operations such as: collection, registration, organization, storage, processing, modification, comparison, interconnection, selection, extraction, consultation, communication, blocking, cancellation and destruction.

The Processing is also carried out with and without the aid of electronic tools by the Data Controller and the Data Processors.

Consent to Processing

For the purposes of Processing identified in the upper paragraph, consent is mandatory and is made lawful without the provision by the Customer being necessary.

Recipients of Personal Data

Personal data may be communicated, in addition to the internal personnel authorized to the Processing, to the following third parties:

Compulsory public and/or private bodies

Freelancers

Banks and credit institutions
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Intermediaries

Period of storage of Data

The retention period of the Data is that provided by law for the storage of tax documents, in compliance with current legislation on data protection.

Protection of the Data Subject

With regard to the Processing described in this document, according to EU Regulation 679/2016, the data subject has the following rights.

15 EU Regulation 679/2016. The data subject has the right to obtain confirmation from the Data Controller, whether or not a personal data concerning him or her is being processed and in this case, to obtain access to personal data.

16 EU Regulation 679/2016. The data subject has the right to obtain from the Data Controller the correction of inaccurate personal data concerning him without undue delay. Taking into account the purposes of the Processing, the data subject has the right to obtain the integration of incomplete personal data, including by providing a supplementary declaration.

17 EU Regulation 679/2016. The data subject has the right to obtain, without undue delay, the cancellation of personal data concerning him or her.

18 EU Regulation 679/2016. The data subject has the right to obtain the restriction of processing when one of the following situations occurs:

The interested party contests the inaccuracy of personal data, for the period necessary for the holder to verify the accuracy of such data;

The processing is unlawful and the data subject opposes the deletion of personal data and asks instead that its use be limited;

Personal data are necessary for the data subject to ascertain, exercise or defend a right in court;

The interested party is opposed to the treatment pursuant to art. 21 EU Regulation 679/2016, in the period of waiting for the verification of the possible prevalence of legitimate reasons of the data controller compared to those of the data subject.

20 EU Regulation 679/2016. The data subject has the right to receive in a structured format, commonly used and machine-readable personal data concerning him or her provided to a data controller and has the right to transmit such data to another data controller without hindrance by the data controller to whom he or she has provided them.

21 EU Regulation 679/2016. You have the right to object at any time on grounds relating to your particular situation, to the processing of your personal data.

77 EU Regulation 679/2016. Without prejudice to any other administrative or judicial remedy, a data subject who considers that the treatment concerning him or her infringes this Regulation shall have the right to lodge a complaint with a supervisory authority, in particular in the Member State where he or she habitually resides, or the place where the alleged infringement occurred.