

INFORMATION ON THE PROCESSING OF PERSONAL DATA

(Art. 13 EU Regulation 27 April 2016, n. 679 on the protection of personal data "GDPR")

Dear Interested/in,

We inform you, pursuant to the European Regulation 2016/679, that the processing of your data will take place in compliance with the principles of "lawfulness, fairness and transparency" (art.5, lit. a) and we provide you with the following information:

- Data Controller: **W.F. S.R.L.** - Via Don G. Grazioli, 53/A - 42122 Reggio nell'Emilia (RE) - Italy

The Data Controller is responsible to you for the legitimate and correct use of your personal data and may be contacted for any information or request regarding the following processing:

| Advice on tax matters | | |
|---|--|--|
| Purposes which do not require of consent | <u>Purpose</u> | <u>Legal basis</u> |
| | Tax obligations | <i>Legal obligation</i> |
| | Tax assistance | <i>Performance of a contract and/or measures pre-contractual</i> |
| | Tax returns | <i>Legal obligation</i> |
| Type of mandatory data | Bank details, Billing and payment data, Tax data, History payments, Income <i>Failure, partial or incorrect provision of the requested data will result in the Data Controller the impossibility of pursuing the purposes for which they are required.</i> | |
| Target groups | <i>The collected data may be disclosed, for legal obligations or for exclusive reasons to the following categories of recipients:</i> Studies of accountants and employment consultants , Banks, Tax consultants, External Consultants, Revenue Agency, Tax Agencies | |
| Retention periods for category of personal data | <u>Category</u> | <u>Conservation term</u> |
| | Tax data | <i>As per terms of law and in any case until the limitation period</i> |
| | Personal data | <i>As per terms of law and in any case until the limitation period</i> |

| Customer management | | |
|---|---|--|
| Purposes which do not require of consent | <u>Purpose</u> | <u>Legal basis</u> |
| | Customer management | <i>Performance of a contract and/or measures pre-contractual</i> |
| Type of mandatory data | personal data entered in the ERP, contact data, bank details, contact details and addresses <i>Failure, partial or incorrect provision of the requested data will result in the Data Controller the impossibility of pursuing the purposes for which they are required.</i> | |
| Target groups | <i>The collected data may be disclosed, for legal obligations or for exclusive reasons to the following categories of recipients:</i> outside consultants | |
| Retention periods for category of personal data | <u>Category</u> | <u>Conservation term</u> |
| | data entered in management data | <i>For the fulfillment of the purposes identified, in compliance with the obligations of tax and accounting law and in any case, until the limitation period</i> |

| Accounting | | |
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| Purposes which do not require of consent | <u>Purpose</u> | <u>Legal basis</u> |
| | Accounting and tax compliance | Legal obligation, L.n.106 of 12/07/2011 - DPR 600/1973 - D.P.R. 633/72 |
| Type of mandatory data | Personal data, Bank details <i>Failure, partial or incorrect provision of the requested data will result in the Data Controller the impossibility of pursuing the purposes for which they are required.</i> | |
| Target groups | <i>The collected data may be disclosed, for legal obligations or for exclusive reasons to the following categories of recipients:</i> Accountants, Revenue Agency, Tax Agencies | |
| Retention periods for category of personal data | <u>Category</u> | <u>Conservation term</u> |
| | Common data | Until completion of the purposes identified and in any case up to statute of limitations |

RIGHTS OF THE DATA SUBJECT

(Art. 15 to 22 and art. 13 of the GDPR)

We also inform you of the following rights you may have against the Data Controller:

1. **Right of access:** The data subject has the right, in accordance with Article 15 of the GDPR, to request access to their personal data from the data controller.
2. **Right of rectification:** The data subject has the right, in accordance with Article 16 of the GDPR, to request the data controller to rectify his or her personal data.
3. **Right to erasure:** The data subject has the right, in accordance with Article 17 of the GDPR, to request the data controller to delete their personal data.
4. **Right of limitation:** The data subject has the right, in accordance with Article 18 of the GDPR, to request the data controller to limit the data concerning him or her.
5. **Right to object:** The data subject has the right, in accordance with Article 21 of the GDPR, to object to their processing.
6. **Right of portability:** The data subject has the right, in accordance with Article 20 of the GDPR, to exercise their right to data portability.
7. **Right of revocation:** The data subject has the right, in accordance with Article 7 paragraph 3 of the GDPR, to exercise his or her right to withdraw consent.
8. **Additional notes:** The data subject may also lodge a complaint with a supervisory authority (for example, the Data Protection Authority).
9. **Presence of an automated process:** The processing is not based on automated decision-making.

CONTACTS FOR THE EXERCISE OF RIGHTS

Requests for the exercise of rights may be addressed to the Data Controller at the following contacts:

| Address | Contact |
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| Via Don G. Grazioli, 53/A - 42122 Reggio nell'Emilia (RE) - Italy | 0522/506250, ivana@water-filters.it |