



**Mair Wilfried srl**

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**Subject: INFORMATION SHEET on the collection of personal data (Article 13 of EU Regulation 679/2016)**

Dear Sir, Dear Madam,

EU Regulation 679/2016 provides in Articles 13 and ff. provisions for the protection of personal data. In this regard,

**WE WISH TO INFORM YOU,**

as a responsible company, that we process your personal data, whereby we take into account the fundamental rights and freedoms as well as the dignity of the persons concerned, in particular with regard to confidentiality and data protection.

**Purpose of the processing of Personal data**

The personal data is processed for the following purposes:

- Preparation of offers, orders, order confirmations
- Shipping of bills and product information

**Storage duration**

The data is stored for the duration of the fulfilment of the contract and the associated obligations and stored with reference to the limitation period for 10 years.

**Type of data processing**

The processing and storage of personal data is carried out for the stated purposes in paper form or by means of electronic and/or telematic aids or automated procedures. In any case, the processing will be carried out in accordance with appropriate organisational and technical measures of the EU Regulation so as to ensure the security and confidentiality of the data concerned.

**Transmission and communication of data**

In accordance with the EU Regulation, in particular Articles 13 and et seq., we transfer the personal data to third parties only if this serves to fulfil the order or to achieve the purpose. There is no general distribution of personal data by our company.

**Your rights as a data subject**

It should be noted that Articles 15, 16, 17, 18, 19, 20 and 21 of the cited EU Regulation give you, as the data subject, the following special rights:

- To obtain information on whether any data concerning you exists, even if it is not yet stored. You also have the right to transmit this data in an intelligible form
- to request the updating, correction or, if of interest, the integration of such data
- to demand the deletion of the data or to limit the processing, if no longer necessary, unlawful or revoked, unless it is to fulfil legal obligations
- to object to the processing
- to request the transport of data to another controller
- to complain to the supervisory authority.

The processing of personal data relating to you, except for the domiciliary information of our guests and customers, is not used for the purpose of sending advertising material or direct sales, for market research, opinion polling or commercial information.

The above-mentioned rights can be asserted at any time to the company as **data controller** by means of a registered letter or e-mail

to: [info@mairwilfried.it](mailto:info@mairwilfried.it)

**CONSENT of the data subject for the data processing**

The Submitter \_\_\_\_\_  
gives consent to the treatment of his/her personal data.

Date \_\_\_\_\_ Signature \_\_\_\_\_