

## Notice to Agents pursuant to Art.13 UE Regulation 679/2016

Pursuant to articles 13 and 14 of UE Regulation 679/2016 (GDPR), we are glad to provide you with the following information:

CGA Technologies S.r.l., represented by his pro tempore legal representative, with headquarters in Via dell'Industria, 22 - 33043 Cividale del Friuli (Italy) – Fiscal Code 02575170309, in charge of the processing of your data, inform that, pursuant to art. 13 of UE Regulation 679/2016, your data will be processed in the following way and with the aims mentioned here below

### 1. Subject of processing

Who is in charge of processing personal data manages the data (such as: name, surname, address, name of the company, phone number, e-mail address, bank and payment details), from now on defined as “**personal data**” or simply “**data**”, that have been communicated by you when signing the agency contract.

### 2. Aim of processing and legal foundation

Your data processing is aimed to manage the agency relationship signed with us, in order to respect all the obligations foreseen by laws, rules, EU normative or other rules imposed by public authorities and contracts.

Your data are processed:

- Conclusion of the agency contract
- Conclude the contracts in the interest of the owner
- Fulfill the pre-contractual, contractual and fiscal obligations deriving from existing relationships with you
- Fulfill the obligations provided for by the law, by a regulation, by the community legislation or by an order of the Authority
- Exercise the rights of the Owner, for example the right to defend in court

### 3. How we process your personal data

- a) Data processing is made through the actions or cluster of actions indicated by art. 4 del GDPR and more precisely: collection, recording, organization, conservation, consultation, elaboration, change, selection, extraction, comparison, utilization, interconnection, block, communication, cancellation and destruction of the data
- b) Data will be managed by who is in charge of it in a legal way, with the utmost correctness and confidentiality, principally using electronic and IT instruments and saving them on IT supports, on paper, or, in any case, on any types of support which will be considered adequate
- c) All data will be filed even in the case the agency relationship stops, in order to respect any legal obligations connected to or deriving from the interruption of the relationship or to guarantee a right or a legal interest of our company
- d) All data will be kept in our files for not less than 10 (ten) years.

#### **4. Nature of the provided data**

Providing your data is strictly necessary and compulsory in order to respect what is foreseen at point 2

#### **5. Refusing to provide data**

In case you refuse to provide your data as per point 4, the activities mentioned at point 2 cannot be executed; this means that executing the contract and/or making all the actions connected to the agency relationship will be impossible.

#### **6. Communication of data**

Without your explicit consent (art. 6 lett. b) e c) GDPR), who is in charge of processing your data will be able to communicate your data for the purposes foreseen at art. 2 to: Auditors, Public Authorities, Public Institutions (e.g. INPS, INAIL, Direzione Provinciale del Lavoro, Enasarco, Agenzia delle Entrate, ecc.), Private Funds, Assistance or Insurance Companies, Banks, Entrepreneurial Organizations, Professionals and/or Service Companies which deal with the invoices payment on mandate, Insurance Companies which provide insurance services, Trade Unions you are enrolled with or would like to enroll with in the future, and to all parties to whom the communication of the data is compulsory by law for the above mentioned purposes. Those parties will process your data autonomously.

#### **7. Data spreading**

Your personal data cannot be spread.

#### **8. Transfer of your data abroad**

Your data are kept in servers located in CGA Technologies S.r.l. or, in any case, within the EU. You should know that who is in charge of processing your data could, if necessary, move those servers to extra UE countries. If that is the case, rest assured that the data transfer outside EU will take place respecting the applicable laws, having previously agreed the standard contractual clauses foreseen by the European Commission.

#### **9. Access to data**

Your data could be accessible for the purposes explained at art. 2:

- To employees and collaborators of the Company
- To third companies or other parties (e.g.: banks, professionals, consultants, insurance companies, etc.) which make outsourcing activities for our Company, in their position of external data processors

## 10. Rights of the concerned people

The concerned person has the rights mentioned in art. 15 GDPR and more precisely:

- Having the confirmation that his/her personal data, even if not recorded yet, exist or not
- Having information about:
  - a) Origin of personal data
  - b) Aims and ways of their processing
  - c) Which logic is used in case they are processed through electronic devices
  - d) Personal data of the person in charge of the processing, of the responsible and of the representative nominated on the basis of art. 3, point 1, GDPR; and of people or categories of people to whom personal data could be communicated or that could know them in their position of nominated representatives within the Country territory
- Having:
  - a) Update, change or, in case of interest, integration of the data
  - b) Cancellation, anonymous transformation or stop of the processing when a violation of law occurs, including those data whose keeping is not necessary with reference to the aims for which the data themselves have been collected and then processed
  - c) The proof that the actions mentioned at letters a) e b) are known (including their content) by those to whom the data have been communicated, with the exception of the case when this appears impossible or implies the use of means which are clearly excessive in comparison to the right to protect
- Taking position against, totally or partially, to the data processing, for legitimate reasons, even though they have been correctly collected
- Revoking the consent
- Having the right to file a suit or a complain to the Authority in charge of the control.

When applicable, the concerned person has the rights foreseen at art. 16-21 GDPR (to change, to oblivion, to limit the processing, to transmit the data, to take position against).

## 11. Person in charge for processing the data

The company in charge of processing your data is CGA Technologies S.r.l. with headquarters in Via dell'Industria, 22 - 33043 Cividale del Friuli (Italy) – Fiscal code e Partita I.V.A. 02575170309 – Tel. +39.0432.705111 – Fax +39.0432.705290 – E-mail [info@cgatech.it](mailto:info@cgatech.it), on behalf of his legal representative.

In order to exercise the above mentioned rights foreseen by art. 15 of UE Regulation 679/2016, the concerned person will send a specific request in writing to the person in charge of the data processing in our headquarters, sending an e-mail to the following address: [privacy@cgatech.it](mailto:privacy@cgatech.it), or via registered or not registered mail, or via PEC [cga.technologies@legalmail.it](mailto:cga.technologies@legalmail.it).



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**NOTICE TO AGENTS REGARDING PERSONAL DATA  
PROCESSING**

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This document, together with the other technical and operative ones, rules the ways in which personal data provided by the concerned people, directly or indirectly, are processed. The potential introduction of new sector rules and the continuous analysis and update of services for users, might imply the need of change those ways. Therefore our documents might be modified time by time, so you are invited to ask the data processing responsible for any clarifications, sending a request to the above mentioned addresses or visiting our web site at:

<http://www.cgatech.it>

Cividale del Friuli, 27/06/2019