

## INFORMATION NOTICE ABOUT PERSONAL DATA PROCESSING

Your personal data will be processed as follow:

### Data controller

The data controller is the company CIBER s.r.l. with registered office in Via Lazzaro Spallanzani n.8, 24061, Albano S. Alessandro, BG, Italy.

### Purpose of the processing and legal basis

Your personal data is processed without your express, for the following purposes:

1. to conclude commercial relations for the assignment of activities/work/services to the data subject;
2. to fulfill pre-contractual, contractual and fiscal obligations deriving from existing relationships with you;
3. to fulfill the obligations provided by law, by a regulation, by the EU Community legislation or by an order of the Authority (as for example in the matter of anti-money laundering).

### Nature of data provision and consequences of refusal to respond

The provision of data for the purposes referred to in point 1. 2. and 3. is mandatory. In their absence, we will not be able to guarantee the services requested.

### Processing methods

Personal data processing is carried out by means of the operations indicated in art. 4 n. 2) GDPR and more precisely: collection, recording, organization, storage, consultation, modification, use, communication, disclosure by transmission, dissemination or otherwise making available, alignment or combination, deletion or destruction. Your personal data is subject to both paper and electronic and / or automated processing.

### Data retention

The Data Controller will keep the personal data for the time necessary to fulfill the aforementioned purposes and in any case for no more than 10 years from the contract termination.

### Data communication

Your data may be made accessible:

- to employees, collaborators of the Data Controller;
- to professional firms, consultants, providers of installation services, assistance and maintenance of IT and telematic systems and systems, system administrators, who carry out outsourced activities on behalf of the Data Controller in their quality of data processors; to public authorities and administrations.

We inform you that we use Google Drive which in some cases transfers personal data outside the European Economic Area; in this case, we guarantee the application of all the safeguards indicated in the updated DPA published at the following link: <https://cloud.google.com/terms/data-processing-terms#10.-data-transfers>.

### Rights of the data subject

At any time you can exercise your rights pursuant to articles from 15 to 22 GDPR: right of access your data, to rectification, to erasure, to restriction of processing your data, to data portability to another Controller.

You may at any time exercise your rights by:

- sending a letter to: CIBER s.r.l. with registered office in Via Lazzaro Spallanzani n.8, 24061, Albano S. Alessandro, BG, Italy;

- making a phone call to: 0039 035 581427;
- sending an e-mail at: [info@cibersrl.it](mailto:info@cibersrl.it);
- sending a PEC at: [ciber@pec67.it](mailto:ciber@pec67.it).

You have also the right to lodge a complaint forward the italian Data Protection Authority at this link: <https://www.garanteprivacy.it/>.

Albano S. Alessandro, Last update: 06/12/2024.