

## INFORMATION ON THE PROCESSING OF PERSONAL DATA

(Art. 13 EU Regulation no. 679 of 27 April 2016 on the protection of personal data "GDPR")

Dear Data Subject,

Pursuant to European Regulation 2016/679, we hereby inform you that your data will be processed in accordance with the principles of "lawfulness, fairness and transparency" (art.5, letter a) and we are hereby providing you with the following information:

- Data Controller: **FAST AUTOMATION S.r.l.** - Via della Previdenza Sociale, n. 8 - 42124, Reggio Emilia (RE) - Italia

The Data Controller is responsible to you for using your personal data lawfully and fairly, and may be contacted for any information or requests regarding the processing operations set out below:

General accounting		
Purposes not requiring consent	<u>Purpose</u>	<u>Legal basis</u>
	Accounting management	Legal obligation (GDPR: art. 6, lett. c)
Treatment modes	Data will be processed in hard copy and/or digitally through the use of IT tools	
Automated decision-making process	Processing is not based on automated decision-making	
Type of data required	<b>Personal data, Bank details</b> <i>In the event of failure to provide said data, it will not be possible to proceed with the signing or proper execution of the contract</i>	
Categories of recipients	<i>The data collected may be communicated, for legal obligations or for purely functional reasons within the scope of the contract, to the following categories of recipients:</i> <b>Accountant Study</b>	
Data transfer	No data transfer to non-EU countries or international organisations	
Storage periods per personal data categories	<u>Category</u>	<u>Storage period</u>
	Common data	10 years. In the case of specific rules, the storage period may be shorter or longer in order to comply with legal obligations.

Client management		
Purposes not requiring consent	<u>Purpose</u>	<u>Legal basis</u>
	Fulfilment of pre-contractual, contractual and fiscal obligations arising from the relationship	Fulfilment of a contract and/or pre-contractual measures
	Fulfilment of obligations required by law, regulations, legislation or by order of the Authorities	Legal obligation (GDPR: art. 6, lett. c)
	Commercial activity with respect to products/services regarding which the client has expressed a preference	Legitimate interest: Soft-Spam (GDPR: art. 6, lett. f)
	Client management	Fulfilment of a contract and/or pre-contractual measures
Treatment modes	Data will be processed in hard copy and/or digitally through the use of IT tools	
Automated decision-making process	Processing is not based on automated decision-making	

<b>Type of mandatory data</b>	<b>Personal data and contact details of the company contact person, Personal data and contact details of the legal representative, Data necessary to conclude the contract</b> <i>In the event of failure to provide said data, it will not be possible to proceed with the signing or proper execution of the contract</i>	
<b>Categories of recipients</b>	<i>The data collected may be communicated, for legal obligations or for purely functional reasons within the scope of the contract, to the following categories of recipients: <b>Banks and credit institutions, Carriers, Freight forwarders, Postal services, Logistics companies, Institutional subjects to whom the communication of data is mandatory or necessary to fulfil legal obligations or functional to the administration of the relationship</b></i>	
<b>Data transfer</b>	No data transfer to non-EU countries or international organisations	
<b>Storage periods for personal data categories</b>	<u>Category</u>	<u>Storage period</u>
	<b>Common data</b>	<i>The data will be processed for the duration of the pre-contractual activities and for the entire duration of the contractual relationship or for the period required by the applicable civil and tax law (usually 10 years).</i>

**RIGHTS OF THE DATA SUBJECT**  
(Articles 15 to 22 and Article 13 of the GDPR)

**We would also like to inform you of the following rights you may exercise with regard to the Data Controller:**

1. **Right to 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 to rectification:** The data subject has the right, in accordance with Article 16 of the GDPR, to request the data controller to rectify their 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 erase their personal data.
4. **Right to restrict processing:** The data subject has the right, in accordance with Article 18 of the GDPR, to request the data controller to restrict the processing of data relating to them.
5. **Right to object:** The data subject has the right, in accordance with Article 21 of the GDPR, to object to the processing of their personal data.
6. **Right to lodge a complaint:** The data subject may also lodge a complaint before a supervisory authority (e.g. the Italian Data Protection Authority) in accordance with Article 77 of the GDPR.

**CONTACTS FOR THE EXERCISE OF RIGHTS**

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

<b>Address</b>	Via della Previdenza Sociale, n. 8 42124, Reggio Emilia (RE)	<b>Contact</b>	0522 506008, info@fastautomation.biz, fastautomationsrl@pec.it
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