

CIGISPED S.R.L. PRIVACY NOTICE

We inform you that, pursuant to EU Reg. 2016/679 (GDPR), fully incorporated in Legislative Decree 101/2018, Cigisped Srl, with registered office in Genoa, Via Bartolomeo Bosco 57/7, will process your data according to the following methods:

1. Privacy subject matters

The only personal data (eg name, surname, address, telephone, e-mail) you have communicated during the pre-contractual negotiations and / or the execution of the contractual relationship with our company. The processing performed do not involve the use of automated decision-making processes, including profiling and are not subject to distribution.

2. Purpose of the processing

The establishment or execution of pre-contractual or contractual relationships or the fulfillment of legal obligations to you and / or your company.

3. Legal basis of the processing

The provision of such data is a necessary requirement for the establishment and maintenance of contractual or pre-contractual relations with Cigisped S.r.l. and for the fulfillment of legal obligations including those provided for by anti-money laundering and anti-terrorism legislation. There is also a legitimate interest in processing to ensure the provision and continuity of services. For these categories of data, your express consent is not required (Art. 6 GDPR).

4. Methods and place of processing

Data processing takes place at our headquarters and in the cloud at the responsible external supplier

data archiving services on automated or paper support, in compliance with the rules of confidentiality and security required by law, implemented by internal procedures and by the use of latest generation encryption systems, firewalls and antivirus.

Your personal data, subject matter of the above mentioned purposes, will be kept for the duration of the commercial collaboration (establishment of negotiations, execution of the contracts) and, subsequently, for the time in which Cigisped S.r.l. is subject to storage obligations for tax purposes or for other purposes, provided for by law or regulation.

5. Access and communication of data

Your data may be made accessible and communicated only for the operational purposes and / or provided for by the law referred to in Article 2 to our employees, auxiliaries in the execution / performance of the appointment received, professionals, consultants, authorities responsible, senders, receivers or their agents.

6. Data transfer to be reviewed

The management and storage of personal data will take place in the EU, on our servers located at our headquarters and / or third-party companies in charge, in this case duly appointed as Data Processors.

Storage of personal data

All personal data will be stored for:

- Ten years from the last contract signed
- One year from the date of issuance of the offer, for all pre-contractual relationships not followed by the formalization of a contract between the parties.
- Three months from receipt of Curricula / spontaneous applications / requests for inclusion in web directories that have not had any follow-up.

7. Rights of the interested party

Among the rights granted to you by the GDPR in your capacity as interested are those of:

- ask Cigisped S.r.l. access to your personal data and information relating thereto; the correction of inaccurate data or the integration of incomplete data; the cancellation of personal data concerning you (upon the occurrence of one of the conditions indicated in article 17, paragraph 1 of the GDPR and in compliance with the exceptions provided for in paragraph 3 of the same article); the limitation of the processing of your personal data (upon the use of one of the hypotheses indicated in Article 18, paragraph 1 of the GDPR);
- request and obtain from Cigisped Srl- in the cases in which the legal basis of the processing is the contract or consent, and the same is done by automated means - your personal data in a structured and readable format by automatic device, also in order to communicate such data to another data controller (so-called right to the portability of personal data);
- oppose at any time the processing of your personal data to the occurrence of particular situations that affect you;
- revoke the consent at any time, limited to the cases in which the processing is based on your consent for one or more specific purposes and concerns common personal data (for example date and place of birth or place of residence), or particular categories of data (eg data revealing your racial origin, your political opinions, your religious beliefs, your health status or your sex life). The processing based on consent and carried out prior to the revocation of the same preserves, however, its lawfulness;
- to propose a complaint, pursuant to art. 77 of the Regulation to propose a complaint, pursuant to art. 77 of the Regulations, to a supervisory authority (Authority for the protection of personal data - www.garanteprivacy.it) if it considers that the processing of your data is contrary to the law in force.

8. How to exercise your rights

You can exercise your rights at any time by sending:

- a registered letter a.r. to Cigisped S.r.l., Via Bartolomeo Bosco 57/7, 16121 Genoa;
- an e-mail to the address PRIVACY@CIGISPED.IT

9. Data controller

The Data Controller is Cigisped S.r.l., with registered office in Via Bartolomeo Bosco 57/7, 16121 Genoa. The updated list of any data processors is kept at our office and can be sent to the applicant at any time.