



PRIVACY POLICY

Dear Customer,

Consorzio Universitario per la gestione del centro di ricerca e sperimentazione per l'industria ceramica - Centro Ceramico, with registered office in Via Valle d'Aosta, 1 – 41049 Sassuolo (MO) – Italy and certified email address centroceramico@legalmail.it, in its quality as Data Controller in accordance with Articles 4 and 13 of EU Regulation 2016/679, hereby informs you that it will process your personal data manually and/or with the aid of IT tools for the purposes indicated below.

Data Controller

The Data Controller is Consorzio Universitario per la gestione del centro di ricerca e sperimentazione per l'industria ceramica - Centro Ceramico with registered office in via Valle d'Aosta, 1 – 41049 Sassuolo (MO)- Italy and certified email address centroceramico@legalmail.it.

Type of processed data

The personal processed data are:

- a. identification and contact details;
- b. accounting, financial, administrative, and banking data necessary for the management of contractual relationships and/or pre-contractual requests.

Purpose of data processing

The personal data you provide will be processed for purposes related to:

1. the execution and management of the contract, including any pre-contractual phase and, specifically, for the compilation of personal data lists, accounting, invoicing, communication by both paper and electronic means, tax compliance, organizational management of the services requested and the conclusion of contracts, appointment management, order fulfilment, deliveries, and bureaucratic compliance relating to the services requested;
2. the fulfilment of legal obligations under tax and fiscal legislation.

Legal nature of the submission

The submission of personal data is mandatory. The omission of personal data will make it impossible for us to execute contracts and other related obligations, as well as to properly manage mutual commercial relations.

Legal basis for data processing

- The data processing legal basis for the purposes referred to in point 1) is the fulfilment of a contractual obligation pursuant to Article 6(b) of EU Regulation 679/2016;
- The data processing legal basis for the purposes referred to in point 2) is the fulfilment of a legal obligation pursuant to Article 6(c) of EU Regulation 679/2016.

Categories of Recipient Subjects of personal data

The data processed will not be distributed to third parties. The Recipients Subjects of the data acquired may, however, be, in addition to the Data Controller:



- entities, professionals, companies, or other structures we entrust with processing related to the fulfilment of administrative, accounting, and management obligations linked to the ordinary conduct of our economic activity;
- public authorities and administrations for purposes related to the fulfilment of legal obligations or to subjects entitled to access them under the provisions of law, regulations, and EU regulations;
- banks, financial institutions, or other entities to whom the transfer of the aforementioned data is necessary for the performance of our company's activities in relation to the fulfilment of our contractual obligations towards you.

The list of data processors is available on request.

Data collection methods and storage times

The personal data collected will be processed in accordance with the principles of lawfulness, fairness, and transparency, and in any case in such a way as to guarantee its security and maximum confidentiality. Your data will be stored in a form that allows it to be identified for a period of time not exceeding the achievement of the purposes for which the data was collected:

- personal data collected for the purposes referred to in point 1) will therefore be stored for the duration of the entire contractual relationship and for no longer than 10 years from the termination of the contract (Article 2946 of the Italian Civil Code on limitation periods);
- data strictly necessary for tax and accounting purposes, once the purpose for which it was collected has ceased to exist, will be stored for a period of 10 years as established by Art. 2220 of the Italian Civil Code.

Data transfer

Personal data is not transferred to countries outside the European Union or to international organizations.

Rights of the interested party

According to articles 15-22 of the Regulation, we inform you that you may exercise your rights regarding the processing of your personal data: right of access to personal data; right to rectification and integration of personal data; right to erasure of data ("right to be forgotten"); right to restriction of processing; right to lodge a complaint with the Data Protection Authority, following the procedures and instructions published on the Authority's official website www.garanteprivacy.it; right to data portability; right not to be subject to a decision based solely on automated processing, including profiling.

The exercise of these rights is not constrained by any formal requirements.

Procedures for exerting rights

The interested party may exercise their rights at any time by sending:

- a registered letter with return receipt to Consorzio Universitario per la gestione del centro di ricerca e sperimentazione per l'industria ceramica - Centro Ceramico indirizzo via Valle d'Aosta, 1 – 41049 Sassuolo (MO);
- an e-mail to the certified email address: centroceramico@legalmail.it.