

Form ICONT - Updated 09/2022

Information Procedures Act for the processing of personal data

Pursuant to Art. no. 13 of the EUROPEAN REGULATION No. 679/2016

Dear Data Subject,

ORTOMECC SRL as Data Controller, and pursuant to Art. no. 13 of the European Regulation no. 679/2016 "General Data Protection Regulation (GDPR)" (hereinafter EU Regulation) which contains provisions on the processing of personal data, wishes to inform you about the processing of your personal data.

The law states that anyone who processes personal data is required to inform the individuals concerned of the data processed and the elements that characterize the processing, which must in any case take place in a lawful, correct and transparent manner, protecting confidentiality and safeguarding the rights of the data subject.

Specifically, data processing refers to any operation or set of operations concerning the collection, registration, organization, storage, consultation, processing, modification, selection, extraction, comparison, use, interconnection, blocking, communication, dissemination, and destruction of personal data.

1. Data controller

The Data Controller is ORTOMECC SRL, with headquarters in Via Risorgimento, 11 - 30010 Cona (VE), Tax Code and VAT no. 03373260276, who can be contacted at the following numbers: telephone +39 0426 308354, e-mail: ortomecc @ ortomecc. it

2. Nature of the data processed, purpose and legal basis of the processing

Nature of the data processed. In relation to the purposes of the processing indicated below, we would like to inform you that only "common personal data" will be processed, for example:

- company identification data (name, surname, email, etc.);

Purpose of the processing. Your personal data will be processed for the following purposes:

- A. to respond to your requests: through the voluntary completion of the specific form found in this contact area;
- B. to fulfill legal obligations;
- C. marketing: to send you advertising material, direct sales, market research and commercial and promotional communications;

Legal basis of the processing. Personal data, for the purposes referred to in points 2A and 2B will be lawfully processed to fulfill pre-contractual and contractual obligations between us and the user (Article 6, point (b) paragraph 1) to fulfill our legal obligations (Article 6, point (c) paragraph 1).

Your personal data, for the purposes referred to in point 2C of this Information Procedures Act may be lawfully processed only with your consent (Article 6 paragraph 1 point (a) EU Regulation), which shall be specific, separate, clear, documented, optional and above all, voluntary.

The consent you have given may be withdrawn at any time, without prejudice to the lawfulness of the processing based on the consent given before the withdrawal (Article 7 paragraph 3 of the EU Regulation).

Furthermore, the data subject is informed that pursuant to Art. 21 of the EU Regulation, the data subject has the right to object at any time to the processing of personal data concerning him or her carried out for the purposes of direct marketing (including profiling) and that, if the data subject objects to the processing, the personal data can no longer be processed for these purposes.

Clarification: in compliance with the principle of maximum transparency towards the distinctive data subject of our Company, we wish to inform you that if you decide to give your consent to point 2C (marketing), you must be informed in advance and be aware that the purposes of the processing pursued are of a specific commercial, advertising, promotional and marketing nature in a broad sense, such as:

1. sending advertising and information material (e.g., Newsletter), of a promotional nature;
2. sending commercial information in paper, automated or electronic form and, in particular, by ordinary mail or e-mail, telephone (e.g., phone calls, WhatsApp messages, SMS, MMS), fax and any other IT channels (e.g., websites web, mobile app);
3. forwarding invitations to events, demonstrations and meetings of an informative and promotional nature;
4. forwarding updates on promotional initiatives or technical innovations, for services, training or assistance and/or survey on the degree of customer satisfaction as to quality.

3. Data recipients and processing methods

The processing of your personal data will be based on principles of correctness, lawfulness and transparency and can be carried out using paper and electronic tools both by the staff of this undersigned company, authorized/appointed to process personal data, and by external sub-processors appointed to carry out specific assignments as Data Processors, on behalf of the Data Controller, pursuant to Art. 28 EU Regulation, subject to our letter of appointment which imposes on them the duty of confidentiality and security of the processing of personal data, and the adoption of suitable security measures to prevent the loss of data, illicit and incorrect use and unauthorized access, in compliance with the current provisions on the protection of personal data.

For the sake of brevity, the detailed list of these managers is available at the headquarters of the Data Controller and is at your disposal.

Your personal data will not be disclosed and will not be transferred to third countries or international organizations. They will not be disclosed to third parties except for legal or contractual obligations.

4. Data storage times

Your personal data will be kept for a period of time not exceeding the achievement of the purposes for which they are processed, in compliance with the storage limitation principle provided for by the EU Regulation and or for the time necessary for the fulfillment of legal and contractual obligations or for as long as the data subject does not withdraw the specific consent given and, therefore

- pursuant to the purposes indicated in points 2A-2B, the data will be kept for the time not exceeding the achievement of the purposes for which they are processed and/or for the time strictly necessary for the fulfillment of legal and contractual obligations;
- pursuant to the purposes indicated in point 2C, the data processed for marketing purposes will be kept no later than 24 months from the date of collection.

To guarantee the declared storage times, an annual check is carried out on the data processed and on the possibility of their erasure if no longer necessary for the intended purposes.

5. Consequences of failure to communicate data

The personal data referred to in points 2A-2B of this Information Procedures Act are necessary. Without such data it would be impossible for us to proceed and fulfill contractual and legal obligations.

The personal data, on the other hand, referred to in point 2C are optional. The refusal to provide them will not entail any consequences and will not affect your request to proceed with the registration as well as to perform contractual and legal obligations. You can therefore decide not to provide any data or to subsequently deny at any time, the possibility of processing data already provided.

6. Rights of the data subject

In your capacity as a data subject, you have the rights referred to in Articles no. 15 to no. 22 of the EU Regulation listed below and precisely, the right to:

- obtain confirmation of the existence and processing of personal data concerning him or her and in this case, obtain access to your data (so-called right of access);
- obtain information about the purposes of the processing, the categories of data in question, the recipients or categories of recipients to whom the data have been or will be communicated, in particular if recipients are third countries or international organizations, the envisaged data storage period or the criteria used to determine this period, and if the data are not collected from the data subject, obtain all available information on their origin;
- obtain the rectification of data concerning him or her (so-called right of rectification)
- obtain the erasure of data concerning him (so-called right to be forgotten);
- obtain restriction to processing (so-called right to restriction of processing);
- obtain data portability, i.e. receive them from a data controller in a structured format, commonly used and readable by an automatic device and transmittable to another data controller without hindrances (so-called right to data portability);
- oppose the processing at any time (so-called right to object). Specifically, as required by Art. 21 of the EU Regulation, stating that if personal data are processed for direct marketing purposes (including profiling), the data subject has the right to object at any time to the processing of personal data concerning him or her carried out for these purposes and if the data subject objects to the processing for direct marketing purposes, the personal data can no longer be processed for these purposes;
- be made aware (with the possibility to object) of the existence of an automated decision-making process relating to natural persons, including profiling;
- withdraw the given consent at any time without prejudice to the lawfulness of the processing based on the consent given before the withdrawal;
- lodge a complaint with a Supervisory Authority (Guarantor for the Protection of Personal Data).

It should be noted that there may be conditions or limitations to the rights of the data subject. It is therefore not certain that, for example, you have the right to data portability in all cases. This depends on the specific circumstances of the processing activity.

Another example: if you decide to oppose the processing of data, the Data Controller has the right to evaluate your request, which may not be accepted in the event of the existence of compelling legitimate reasons to proceed with the processing that override your interests, rights and freedoms.

7. Procedures for exercising rights

Without any formalities, you may at any time exercise your rights clearly and explicitly by sending:

- a registered letter with return receipt to the undersigned company
- an e-mail to ortomec@ortomec.it

Or by contacting the Data Controller directly at: +39 0426308354

8. Minors

What is offered by the Data Controller and the object of the existing relationship with you does not provide for the intentional acquisition of personal information relating to minors. If information on minors are unintentionally registered, the Data Controller will delete them in a timely manner, upon request or notification by the parties involved.

9. Appointed/Authorized - Data processors

Below you will find some information we have that will make you aware that it is not only to comply with legal obligations, but also because transparency and fairness towards the data subjects is a fundamental part of our business.

Appointed/Authorized parties. The updated list of persons in charge of or authorized to process is kept at the headquarters of the Data Controller.

Data processors.

For the sake of brevity, the detailed list of these figures is available at our office.