

## **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 consent, for the following purposes:
  1. acquisition of preliminary information for the provision of our service/product (ex. estimates);
  2. management of pre-contractual relations;
- Only with your specific consent for the following purpose:
  3. sending commercial communications and advertising material on products/services offered (ex. newsletter, e-mails, etc.).

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

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

The provision of data for the purposes referred to in points 3. is instead optional.

You can therefore decide not to provide any data or subsequently deny the possibility of processing data already provided; in this case, you will not be able to receive newsletters, commercial communications and advertising material relating to the services offered by CIBER s.r.l.

### **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 no more than 2 years from the collection of consent for marketing purposes.

### **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 the following tools which in some cases transfers personal data outside the European Economic Area:

- ❖ **Google Drive:** 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>;
- ❖ **WhatsApp Business:** in this case, we guarantee the application of all the safeguards indicated in the updated DPA published at the following link: <https://www.whatsapp.com/legal/business-data-processing-terms?lang=en>.

### **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 can also withdraw your consent at any time for the purposes referred to in point 3.

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: 07/02/2023.