

#### UNISPED S.R.L.

Via Caduti Lecchesi a Fossoli, 13/A - 23900 LECCO Tel. 0341 36.25.47 C.C.I.A.A. Lecco 168907 Iscr. Trib. Lecco 5142 – Cod. Fisc. e Part. IVA 01158920130 Cod.ufficio:1YY4LRX www.unisped.it - E-mail: info@unisped.it - PEC: unisped@pec.wmail.it

# **Disclosure pursuant to GDPR Articles 13**

The company Unisped Srl, fiscal code IT01158920130, with registered office in Via Caduti Lecchesi a Fossoli, 13/A in Lecco, as Data Controller, with this notice pursuant to articles 13 of EU Regulation no. 2016/679 (GDPR)

### **INFORMS**

that in order to execute the contract with you, it is necessary to collect your personal data:

Name, Surname, Tax Identification Number and/or VAT Number, Email, Telephone Number, Mobile Phone, Resident/Home Address

Name and surname and identity documents of the employees of your company, for customs or transport purposes.

# 1. Purpose

It should be noted that the above data will be used to carry out the following activities:

- management of invoicing and accounting;
- customer/supplier archives;
- transports services and/or customs operations;
- to comply with the accounting and fiscal activities required by law.

In this regard, please note that, without your consent, the above data may be used for the following purposes:

- to fulfil the pre-contractual, contractual and fiscal obligations arising from the existing relationship with you;
- to fulfil the obligations laid down by law, a regulation, EU legislation or by an order of the Authority;
- to exercise the fundamental rights of the Data Controller, such as the right of defense in legal proceedings.

### 2. Treatments and modalities

Please note that the above data will be subject to the following processing: collection, storage, use, extraction, communication, comparison and cancellation and that the same can be done both on paper and digitally including help of automated procedures.

### 3. Conservation time

It is specified that the data collected will be kept for ten years in order to comply with legal obligations in tax and accounting matters, as well as for reasons of protection of the Data Controller in case of dispute.

### 4. Communication of data

Your data will be communicated to the following third parties:



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- · chartered accountant for legal obligations;
- computer consultants;
- customs and/or other parties involved in transport and customs services.

Without the need for express consent, the Data Controller may communicate your data to supervisory bodies and judicial authorities, as well as to all other parties to whom such communication is required by law.

### 5. Data transfer and retention

The management and storage of personal data takes place on a private server located within the national territory and on servers located within the European Union owned by the Data Controller and/or third companies entrusted and duly appointed as data processors.

# 6. Rights of the data subject

As the data subject you will be able to enjoy the rights referred to in GDPR Article 15, including:

- obtain confirmation of the existence or otherwise of your personal data;
- obtain the updating, correction or integration of your data;
- obtaining the deletion, transformation into anonymous form or the block of data processed in violation of the law or that which does not need to be kept for the purposes for which the data was collected:
- oppose, in whole or in part, the processing of personal data concerning you, even if pertinent to the purpose of collection and to oppose the sending of advertising materials or marketing activities, which is lawful only with your explicit and specific consent and in respect of which you can specify which mode to authorize (with or without operator).

For each violation we remind you of the existence of the right to refer the matter to the Privacy Guarantor by complaint or appeal.

## 7. How to exercise your rights

You can exercise your rights under GDPR Art. 15 by the following means:

- sending registered letter with return receipt to Unisped s.r.l. Via Caduti Lecchesi a Fossoli, 13/A 23900 Lecco, to the attention of Guido Ferrario.
- Sending a certified email (PEC) to unisped@pec.wmail.it In both cases, stating for the attention of Mr. Guido Ferrario.

## 8. Data Controller, Data supervisor and person in charge of the processing

The Data Controller is Unisped s.r.l, which has its registered, administrative and operational office in Via Via Caduti Lecchesi a Fossoli n. 13/A Lecco Italy.

An updated list of those responsible for and in charge of the treatment is kept at the headquarters of the Data Controller.