



TECHNICAL KNOWLEDGE S.r.l.

Società a Socio Unico
Via Ciriè, 22/C – 10099 S. Mauro T.se (TO) – ITALY
P.IVA IT04525450013 – REA TO 640058 – MTO016765 - Cap. Soc. Euro 10.400,00 i.v.
REX: ITREXIT04525450013
Tel. +39.011.27.41.998 – Amministrazione e Direzione Tecnica
Tel. +39.011.82.10.897 – Logistica e Magazzino
Fax +39.011.82.25.035 – info@tktk.it – www.ttkk.it
Informativa sulla privacy: www.ttkk.it/privacy.html



Information on the processing of personal data pursuant to ex art. 13-14 EU Reg. 2016/679

Interested subjects: customers

TECHNICAL KNOWLEDGE Srl Sole Shareholder, as Data Controller of Your personal data, pursuant to and for the effects of the EU Reg. 2016/679 hereafter referred to as 'GDPR', hereby informs You that the aforementioned legislation provides for the protection of data subjects to the processing of personal data and that this treatment will be based on principles of correctness, lawfulness, transparency and protection of Your privacy and Your rights.

Your personal data, and those of the natural persons who operate on behalf of your company as person in charge will be processed in accordance with the legislative provisions of the above-mentioned regulation and the confidentiality obligations provided for therein.

Purposes and legal basis of processing: in particular, Your data will be processed for the following purposes related to the implementation of obligations related to legislative or contractual obligations:

- management of the contractual relationship with the customer, including pre- and post-contractual activities. (e.g. execution of a contract art. 6 par. 1 lett. b)
- mandatory legal obligations in tax and accounting fields (e.g. legal obligation art. 6 par. 1 lett. c);
- fulfilment of legal obligations, regulations, national and/or community legislation (e.g. legal obligation art. 6 par. 1 lett. c);
- defensive investigation activities to ascertain, exercise or defend a right in court (e.g. legitimate interest of the Data Controller art. 6 par. 2 lett. f).

The processing of functional data for the fulfillment of these obligations is necessary for a proper management of the relationship and their conferment is mandatory to implement the purposes indicated above. The Data Controller also states that any non-communication, or incorrect communication, of one of the mandatory information, may cause the Data Controller's inability to guarantee the adequacy of the processing itself.

Processing methods: your personal data may be processed in the following ways:

- processing by electronic calculators;
- manual processing by paper archives.

Each processing is carried out in compliance with the methods set out in art. 6, 32 of the GDPR and through the adoption of the appropriate security measures.

Communication: your data may be disclosed only to public entities and offices to which the tax data must be communicated (e.g. Italian Tax Authority) as well as banks and credit institutions; in case of necessity for the performance of the requested services, to competent and duly appointed subjects for the performance of the services necessary for a correct management of the relationship, as consultants and service providers, with guarantee of protection of the rights of the interested party.

Your data will be processed only by personnel expressly authorized by the Data Controller.

Disclosure: Your personal data will not be disclosed in any way.



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Data Retention Period: We point out that, in compliance with the principles of lawfulness, purpose limitation and data minimization, pursuant to art. 5 of the GDPR, the retention period of your personal data is:

- **accounting and tax data:** 10 years in compliance with the obligations relating to the conservation of accounting and tax records (Art. 2220 of the Italian Civil Code which provides for the keeping of accounting records for 10 years, Art. 22 of the D.P.R. 29 September 1973, n.600);
- **other data:** 10 years from the moment of termination of the effectiveness of the contract or, in the event of disputes, for the limitation period provided for by the legislation for the protection of related rights.

Rights of the interested party

1. The interested party has the right to obtain confirmation of the existence or not of personal data concerning him / her, even if not yet registered, and their communication in intelligible form.
2. The interested party has the right to obtain the indication of:
 - a. the origin of personal data;
 - b. the purposes and methods of processing;
 - c. the logic applied in case of processing carried out with the aid of electronic tools;
 - d. the identifying details of the holder, of the responsible and of the designated representative according to article 5, paragraph 2;
 - e. the subjects or the categories of subjects to whom the personal data may be communicated or who can learn about them as appointed representative in the territory of the State, responsables or delegates.
3. The interested party has the right to obtain:
 - a. update, rectification or, when interested, integration of data;
 - b. the cancellation, transformation into anonymous form or blocking of data processed unlawfully, including data whose retention is unnecessary for the purposes for which the data were collected or subsequently processed;
 - c. the attestation that the operations referred to in letters a) and b) have been brought to the attention, also with regard to their content, of those to whom the data have been communicated or disclosed, except in the case in which this fulfillment shall be impossible or involves a use of means manifestly disproportionate to the protected right;
 - d. data portability.
4. The interested party has the right to object, in whole or in part:
 - a. for legitimate reasons, the processing of personal data concerning him / her, even if pertinent to the purpose of the collection.
5. The interested party has the right to request the limitation of the processing.

You can exercise your rights by sending an email to privacy@tktk.it or by sending a written request to the addresses specified above.

In addition, if the interested party considers that the processing of his / her data is contrary to the legislation in force, he / she can lodge a complaint with the Supervisory Authority for the protection of personal data pursuant to art. 77 of Regulation 2016/679 or submit a report pursuant to art. 144 of Legislative Decree 101/2018.

San Mauro Torinese (TO), 10/07/2024