

Grandate, 25 May 2018

### Information on the processing of personal data in accordance with EU Reg. 679/2016 (GDPR)

In accordance with art. 13 and following of the REG. UE 679/2016 (GDPR), we inform you that:

1. We process your personal data for the sole purpose of fulfilling the obligations arising from the contracts entered into with you or your employer, as well as any obligations arising or connected to these rights, expressly including the correct keeping of company accounts.
2. The data controller is Teseo S.p.A. (C.F. 01848620132), based in Grandate (CO), Via Leopardi 33; responsible for the treatment is Ms. Laura Clerici - PEC [teseocomo@pec.it](mailto:teseocomo@pec.it) EMAIL [teseo@teseo.como.it](mailto:teseo@teseo.como.it)
3. All data in our possession have been communicated to us by you.
4. Treatment is limited to the data relevant and necessary for the purposes indicated above.
5. The processed data may also include information on your bank details.
6. Only the employees of our offices dealing with accounting, administration and human resources management are authorized to process your data.
7. Your data may be communicated to our external consultants and / or public bodies and / or their representatives, always and only for the purposes of fulfilling the obligations indicated above.
8. In the processing of your data we may use tools or services (by way of example, archiving on so-called "cloud" or Google Drive or similar, transfer via e-mail, Wetransfer, Dropbox or similar services etc.) that may involve the transfer of data on servers located outside the European Union, which is outside of our control.
9. Your data will be processed for the time strictly necessary for the purposes indicated above and, in any case, for the period required by law for the conservation of documents relating to the management of the company.
10. The processing takes place both on paper and with computerized and / or mechanized tools.
11. We have taken all measures deemed appropriate and proportional - taking into account the state of the art and implementation costs, as well as the nature, purpose, context and purpose of the processing, as well as the risk of varying probability and severity for the rights and freedoms of natural persons, also pursuant to art. 32 of the GDPR - to guarantee a level of security in the treatment of data appropriate to the risk and we commit ourselves both to periodically verifying that the measures adopted are adequate to the risk, and to adapting them in the future in consideration of the evolution of the tools and the IT risks.
12. You have the right to request access to your personal data, their correction, deletion, limitation and / or portability, the limitation to the data treatment, and / or to oppose to its processing pursuant to article 15 and subsequents of the GDPR.
13. Any exercise of your right to requesting for your data to be cancelled will however make it impossible for us to fulfill our contractual obligations towards you and / or our legal obligations.
14. Any exercise of these rights does not prejudice in any case the legitimacy of the treatment carried out up to now within the limits described above.
15. You have the right to file a complaint with the National Supervisory Authority (Italian Guarantor for the Protection of Personal Data).

