

**Dear Client, Supplier**

**TONTI TRADING Srl**, Data Controller and Data Responsible, informs you in accordance with the applicable national legislation 196/2003 and the European Privacy Regulation No. 679/2016 ("GDPR") on the purposes and methods of processing of personal data.

**a) Type of data processed**

**TONTI TRADING**, uses the following **NON-SENSITIVE**<sup>1</sup> data of Clients and Suppliers of both materials and services

- Company name and personal data (VAT number, telephone, email)
- Names and telephone numbers of contact persons, offices / areas
- Bank details.

<sup>1</sup>Are considered sensitive data (art.9 GDPR): personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, as well as genetic data, biometric data intended to uniquely identify a natural person, data concerning health or sex life or sexual orientation of the person.

**b) Who has access to the data?**

The processing of Personal Data will take place through manual, computerized or telematic tools, suitable to guarantee security and confidentiality and will be carried out by the company staff of **TONTI TRADING** duly trained. The data in our possession will be treated by **our Offices** or:

<b>Clients' data</b>	- <b>Sales Office</b> to carry out all the activities related to the requests for Sales Quotations of Drilling machines and Kits. - <b>Technical Office</b> in relation to design activities for particular adaptations requested by the customer (Feasibility checks). - <b>After-sales Service Office</b> to agree on the timing and methods of assistance and to deal with requests for quotations for spare parts and components.
<b>Supplier's data</b>	- <b>Purchasing Department</b> for the procurement activities that will be carried out through specific Orders, Agreed Price Lists, Supply Contracts depending on the type of supply (materials, services).
<b>Client/Supplier's data</b>	- <b>Administration Office</b> for all administrative, accounting, civil and fiscal compulsory fulfilments

**c) Data provided to Third Parties - Marketing, Surveys and/or Market Research Activities**

The Data concerning you are **not** provided to third parties except as indicated below. The contact data (name, e-mail and telephone number) of the Retailers are reported on the company website [www.tescar.com](http://www.tescar.com).

If requested by Controlling Entities such as the Judicial Authorities and the Revenue Agency, the data will be made available to them. **TONTI TRADING** does not carry out surveys and/or market research through external companies to measure the level of satisfaction with the products sold and the after-sales service. Marketing activities are **not** carried out through insertions in Newsletters or similar systems.

**d) Conservation times**

The treatment will always take place to minimize the time of storage or:

- Contractual data (e.g., **TONTI TRADING** offer and your Order) will be stored for a **minimum period of 10 years** to allow us to properly manage the relationship with you and to be able to respond to any disputes.
- the administrative/accounting data for a minimum period of **10 years** in compliance with the regulations in force in the fiscal field
- the data relating to technical interventions carried out (both under warranty and not) for a maximum period of **5 years**.

**e) Profiling**

**TONTI TRADING** does not perform any profiling activity<sup>2</sup>.

<sup>2</sup> Article 4 of the GDPR defines profiling as "any form of automated processing of personal data consisting of the use of such personal data to evaluate certain personal aspects relating to a natural person, in particular to analyze or predict aspects of that natural person's professional performance, economic situation, health, personal preferences, interests, reliability, behavior, location or movements".

**f) Rights of the interested party**

We would like to inform you that you may exercise your rights as set out in the Applicable Legislation including, but not limited to:

- the right to access one's own Personal Data (and to know its origin, the purposes and aims of its processing, the data of the persons to whom it is communicated, the period of data retention or the criteria used to determine it)
- to ask for their correction, cancellation ("oblivion"), if no longer necessary, incomplete, incorrect, or collected in violation of the law
- to request that the treatment is limited to a part of the information concerning you, but always with a view to allowing **TONTI TRADING** to properly manage the working relationship with you.

**For any necessity and clarifications, you can contact TONTI TRADING to the mail [info@tontitrading.com](mailto:info@tontitrading.com)**