



**FINBETA s.p.a.**

**Dear supplier/customer**

### **INFORMATION SHEET REFERRING TO PERSONAL DETAILS USE**

In compliance with the Italian law Finbeta must inform its suppliers, customers and others connected subjects, on the processing<sup>1</sup> of personal details<sup>2</sup>.

Under the provisions of article 13 of the Privacy Code ( Legislative Decree 196/03), Finbeta s.p.a. is providing you with the Information Note.

➤ **Purposes of the data processing.**

Some details about your company (address, account number, VAT code, telephone numbers, contacts etc.) are recorded in Finbeta's files and this is intended for a correct and ordinary commercial relationship only.

Your personal data may also be processed to fulfil obligations contemplated under the law and under the contracts.

These data are usually processed to issue invoices, to contact your Company, to fulfil contracts with your Company and to fulfil fiscal/accounting/administrative documents.

➤ **Procedures and logic of the processing.**

The data may be processed manually (for example, on a paper document) and/or by using automated tools (for example , electronic procedure and supports) according to the above mentioned purposes. Your personal data shall be processed by the employees of Finbeta s.p.a., who will keep them secure and confidential.

Ours employees, have been designated "Assigned Personnel" and have received adequate operating instructions to manage all personal data in accordance with Italian privacy law.

➤ **Refusal or consent to use personal details.**

Any partial or total refusal to allow us the use of the above mentioned data may cause the commercial relationship with your Company partially or totally impossible to manage.

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<sup>1</sup> Any operation or set of operations - performed with or without the aid of electronic devices or other types of automated procedures - involving the collection, registration, organisation, preservation, processing, modification, selection, extraction, comparison, use, interconnection, blocking, communication, disclosure, cancellation or destruction of data.

<sup>2</sup> company name, Tax Code, telephone number and VAT number etc...

➤ **Communication and circulation.**

In accordance with Italian law and European Community legislation your personal data might be communicated to E.U. countries or to non E.U. countries solely for the above mentioned purposes.

All details will be retained in the Finbeta's archives and will be released outside exclusively in compliance with law and for contractual fulfilments.

Personal details might be released to:

- Domestic and foreign Authorities for the development of administrative, fiscal and commercial functions
- subjects third parties in order to allow the correct management of commercial relationship.

All details could be transferred abroad also to countries outside the EU.

Please find the detailed list of subjects to whom your details have been communicated to the address below.

Finbeta s.p.a. warrants Privacy defence and confidential nature of your personal details in accordance with Italian Privacy law.

The subject in charge of details use is Finbeta s.p.a., via Nazionale Piemonte 4, Savona, Italy, e-mail [finbeta@finbeta.com](mailto:finbeta@finbeta.com).

The responsible of treatment is Mr.Vitali Emanuele, via Nazionale Piemonte 4, 17100 Savona, Italy e-mail [emanuele.vitali@finbeta.com](mailto:emanuele.vitali@finbeta.com) , phone number +39 (0)19-833111, fax 019-820880.

In accordance with art.7, Italian law 196/2003, you can contact Finbeta s.p.a to the address above, to obtain all information about the use of your personal details.

Italian law is at disposal on web site: [www.garanteprivacy.it](http://www.garanteprivacy.it).

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