

NEW CUSTOMER - FORM

COMPANY NAME: _____

BILLING ADDRESS: _____

STREET: _____

NO: _____

CITY: _____

STATE: _____

ZIP CODE: _____

SHIPPING ADDRESS (if different): _____

STREET: _____

NO: _____

CITY: _____

STATE: _____

ZIP CODE: _____

SHIPPING

MODE OF TRANSPORT: _____

MODE OF DELIVERY: _____

VAT NUMBER: _____

TAX CODE: _____

PEC: _____

ADMINISTRATION CONTACT PERSON: _____

EMAIL-ADMINISTRATION: _____

SALES CONTACT PERSON: _____

E-MAIL SALES: _____

TYPE OF PAYMENT : _____

TERMS OF PAYMENT: _____

OTHER: _____

BANK DETAILS

IBAN: _____

SWIFT NO.: _____

PLACE & DATE: _____

PERSON WHO FILLED OUT THE FORM: _____

COMPANY FUNCTION: _____

SIGNATURE: _____

THIS FORM AND THE PRIVACY POLICY ARE TO BE RETURNED SIGNED TO
AMMINISTRAZIONE@SCAE.NET

INFORMATION ABOUT PROCESSING OF PERSONAL DATA

According to Regulation (EU) 2016/679 (the "GDPR"), "Regulation on the protection of individuals with respect to the processing of personal data, and also on free movement of such data and rescinding Directive 95/46/EC", we inform you that your personal data that we may possibly come into possession of will be stored and processed for the purposes and in the manner indicated below, in accordance with the principles of lawfulness, fairness, transparency set out in the GDPR. In particular, we wish to inform you of the following.

1. Purpose of processing

Personal data provided are collected and processed by our company for the following purposes: **a)** to execute the contract and to comply all related contractual and regulatory obligations; **b)** for the management of customers, suppliers and, more generally, the contractual relationship (e.g. administration, accounting, contract management, services, invoicing, payments, solvency control) as well as for any activities aimed at customer satisfaction (e.g. interviews, questionnaires, etc.); **c)** for the management of dispute; **d)** for the fulfilment of tax and/or accounting obligations; **e)** for the performance of any further fulfilment related to the existing contractual relationship between you and our Company, including the planning of activities and technical assistance.

The processing of the provided personal data may be carried out for purposes other than those set out above only after the provision of information concerning those different purposes and any other relevant information, and after verification of the existence of a suitable legal basis for processing.

2. Categories of processed data

The processing will only concern common data (such as identification data, contact details, bank data, etc.) for the purpose of the execution of the contractual relationship between the parties.

3. Method of processing and legal basis of processing

The processing of data for the purposes indicated will take place using computerized or manual methods, by means of electronic instruments or on paper, according to logical criteria functional to the purposes for which the data were collected as well as to fulfil the specific legal obligations, in compliance with the confidentiality and security rules provided for by the GDPR and all the laws and provisions implementing it, as well as national legislation and internal regulations.

Furthermore, the data will be processed in accordance with the principles of lawfulness, fairness and transparency, as well as the principle of accountability set out in the GDPR.

We would like to inform you that the processing of your personal data is necessary for the performance of the contract to which you are a part and, therefore, the legal basis for the processing is Article 6(1)(b) of the GDPR.

In addition, in some cases, processing may be carried out for the fulfilment of legal obligations placed on our Company, pursuant to Article 6(1)(c) of the GDPR.

In relation to the purposes set out in paragraph 1(b) and (c) of this document, the processing of personal data may be carried out on the basis of the legitimate interest of our Company, for example to possibly defend its own reasons in court and, therefore, the legal basis for the processing may be that set out in Article 6(1)(f) of the GDPR.

4. Compulsory or optional nature of providing data and consequences in the event of refusal.

As a rule, the provision of data is not binding and is therefore optional, unless it is necessary to comply with specific legal and/or contractual obligations.

5. Scope of communication and transfer of data.

For the purposes indicated, the data - or some of them - may be disclosed to: a) banks and credit institutions; b) employees of our Company; c) suppliers of our Company.

These parties will act as 'external data controllers' within the meaning of Article 28 of the GDPR, with the exception of employees who will act as designees.

In any case, the full list of data processors is available at our company headquarters.

There are no plans to transfer data to countries outside the European Economic Area.

6. Rights of the data subject

According to Articles 13, paragraph 2, letters (b) and (d), 15, 16, 17, 18, 20 and 21 Reg. (EU) 2016/679, we inform the Data Subject that, at any time:

(i) has the right to consult his data and request that it be updated, corrected, supplemented, deleted or to object to or restrict its processing, as well as to request its portability;

(ii) has the right to revoke the consent given under Art. 6 para. 1(a) GDPR, where this constitutes the legal basis for the processing, without affecting the lawfulness of the processing based on the consent before revocation;

(iii) has the right to lodge a complaint with the Data Protection Authority, following the procedures and directions published on the Authority's official website at www.garanteprivacy.it.

The exercise of rights is not subject to any formal constraints and is free of charge.

To this end, the Interested Part may contact the Company and, specifically, the Privacy Contact at the email address lucchinie@scae.net.

In the event of a request to limit the processing of the data provided, to object to their processing, to their deletion or to cancellation consent, the Owner may reserve the right to retain some of the data subject's data to the extent that they are necessary for the 'performance of the contract', for the 'fulfilment of legal obligations' or for the protection of a 'legitimate interest'.

7. Data retention

The data collected by our Company, for the purposes indicated, will be kept for the time strictly necessary to carry out the processing for which they are collected or to fulfil the obligations provided for by law or regulations or for the time necessary to guarantee the Company's right of defence in court. In any case, the period of data retention will not exceed a maximum of 5 (five) years from the date of termination of the contractual relationship.

I confirm that I have received and read this notice

_____, the _____

Legible signature of the person concerned: _____