

## **Information and assent request to the personal data handling according to the article 13 of the legislative decree 196/2003.**

We wish to inform you herewith that IMF S.R.L., with its offices in Via Vincenzo Monti, 25/A 20016 PERO (MI) (below called company), to the senses of the code article on matters of personal data protection, will submit the personal data provided by you to the treatment according to the laws in force and on the following conditions:

### **1) Aim of the compulsory treatment**

Your personal data will be handled for the following purposes connected with the supply of the services described below:

- a) For preliminary demands to the drawing up of sale contracts or of job execution, the execution of the same and for the credit position tutelage deriving from them.
- b) To fulfil any type of obligation expected by laws or regulations being in force, in particular on fiscal matters.
- c) For operative, managerial and accounting demands.
- d) For the accesses recording to the company web site for the use of services lent in it.
- e) For the monitoring demands of customer's relation trend and/or connected risks and to improve such relations.
- f) For commercial aims.
- g) For interventions at your premises aimed at the solution of technical and administrative problems.

### **2) Aim of the optional treatment**

Subject to your assent and up to the revocation of the same, your personal data will be also treated for the following further aims:

- a) to work out statistical and marketing studies and researches;
- b) to send, also through SMS, electronic mail, telephone channels and/or invoice enclosures, advertising, informative material and trade information;
- c) to survey the customer satisfaction degree on the provided services quality, also by means of a third party.
- d) for marketing and advertising aims

### **3) Treatment mode**

Inside the company your personal data will be picked up, registered, preserved, modified and cancelled with electronic and paper tools according to modes suitable to ensure the security and the privacy of the same in accordance to what is foreseen by article 31 and following of D.Lgs. 196/2003, concerning the minimal emergency measures for the personal data treatment.

In particular, all the technical, data processing, organizational, logistic and procedural security measures will be taken as foreseen from Lgs. 196/2003 and enclosed B of the same decree.

The employees, who work under the direct authority of the person in charge for the treatment, have been appointed "treatment delegates" and have received, in this respect, adequate operating instructions.

The technicians, who intervene for activities bound to the executions of the jobs in being at your premises or at our offices, will follow the adequate procedures, according to the undersigned responsibility task.

### **4) Data conferment**

a) The data conferment as per point 1) of this informative is compulsory for the reaching of the aims to the obligations expected by laws or other binding regulations and it is necessary for the correct set up and continuation of the relationship begun with you.

Any refusal of supplying us with the data which at point 1) though lawful, could compromise the regular course of the relationship with our company and, in particular, the impossibility of orders fulfilment, of giving our services and connected invoicing.

b) The data conferment as per point 2) of this informative is optional.

For these purposes, you can repeal the assent given to us writing to [info@imfsrl.com](mailto:info@imfsrl.com). Following an any denial, the company will treat your data just for the purposes as per the preceding point 1).

### **5) Data communication and diffusion**

The communication outside the company of the gathered personal data for purposes as per point 1) can take place only when:

- a) this communication is compulsory in order to assure the compliance with the fulfilments foreseen by the law or other regulations in force.
- b) this communication is done to guarantee the correct set up and continuation of the business relationship begun with you.
- c) this communication is pertaining to the business relationship and to legal and managing commercial aims.

In particular, your data can be communicated to the following people's categories: banks, investment trusts, companies specialized in payments managing, law firms, subjects appointed by us for the audit of the balance sheet, public authorities for the laws fulfilment, transport companies, Italian and foreign suppliers.

### **6) Titular head and responsible**

The titular head of your data handling is the company writer. Tel. (+39) 02-33910880 Fax (+39) 02-39910677

The person in charge for the same treatment: Ing. Marco Leva e-mail: [info@imfsrl.com](mailto:info@imfsrl.com)

**7) Concerned person rights**

To the senses of the article 7 D.lgs 196/03 you will be able to obtain the confirmation of the existence of your personal data, even in case they had not been entered yet, and of their communication in intelligible form.

You have also the right to know the indication of your personal data source, of the treatment aim and mode, of the logic applied in case of electronic treatment, of the titular identifying data, of the person in charge and of the representative appointed for the territory of the Italian State. You will be able to ask us the cancellation, transformation, block of any data negotiated in violation of laws and the partial or entire modification of the personal data given to us. The assertion of the rights described above can be directly exercised writing to the email address [info@imfsrl.com](mailto:info@imfsrl.com) or calling the telephone number Tel. (+39) 02-33910880

**8) Assent to the data handling**

The assent on your side to the personal data handling with the modes and aims shown above is optional. In case of an assent denial for the assent described at the point 1) our company will not be able to treat your personal data, but only to use them in compliance of the existing obligations expected by laws or regulations with the possible consequences described at the preceding point 4). For such reason we kindly ask you to return us the assent request form timely as expression of the information receipt of which herein and as expression of the assent to the personal data handling.

Best regards

IMF S.R.L.

**ASSENT TO THE DATA HANDLING**

The undersigned, acquired the information given to the senses of the article 13 of D.Lgs. 196/2003, lends his assent to the personal data handling for the purposes shown in the above-stated information which at the **point 1)** and in particular:

- a) For preliminary demands to the drawing up of sale contracts or of job execution, the execution of the same and for the credit position tutelage deriving from them.
- b) To fulfil any type of obligation expected by laws or regulations being in force, in particular on fiscal matters.
- c) For operative, managerial and accounting demands.
- d) For the accesses recording to the company web site for the use of services lent in it.
- e) For the monitoring demands of customer's relation trend and/or connected risks and to improve such relations.
- f) For commercial aims.
- g) For interventions at your premises aimed at the solution of technical and administrative problem.

I give the consent  I deny the consent

She/He lends his/her assent to the data handling for the purposes mentioned in the above-stated informative at the **point 2)** and in particular:

- a) to work out statistical and marketing studies and researches;
- b) to send, also through SMS, electronic mail, telephone channels and/or invoice enclosures, advertising, informative material and trade information;
- c) to survey the customer satisfaction degree on the quality of the provided services, also by means of a third party.
- d) for marketing and advertising aims.

I give the consent  I deny the consent

Signature and stamp .....

Place:..... Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Corporate name .....

Name ..... Surname ..... (of the delegate)