

**PRIVACY NOTICE****(pursuant to articles 13 and 14 of Regulation (eu) 2016/679)****INTRODUCTION**

**BindingFuture S.r.l.**, in accordance with the applicable legislation, undertakes to process your personal data in accordance with the principles of lawfulness, fairness, transparency, pertinence and minimisation established by Article 5 of EU Regulation 2016/679 “on the protection of natural persons with regard to the processing of personal data (“**GDPR**”).

BindingFuture S.r.l., invites you to read the following privacy notice drawn up pursuant to Articles 13 and 14 GDPR. This privacy notice is addressed to all customers which have entered into either a continuous or occasional business relationship, or pre-contractual measures with BindingFuture S.r.l. (“**Data Subjects**”).

\* \* \*

**DATA CONTROLLER**

The Data Controller of your data processing is BindingFuture S.r.l., with registered office in Via Podgora, 13, 20122, Milano - P.IVA 10927560960.

The contact details of the Data Controller are: Tel. 02 253 4885; e-mail: [privacy@bindingfuture.com](mailto:privacy@bindingfuture.com); PEC: [legal@pec.bindingfuture.com](mailto:legal@pec.bindingfuture.com)

**CATEGORIES OF PROCESSED DATA AND LEGAL BASIS FOR PROCESSING**

The Data Controller will process your personal data collected during the establishment and the execution of the employment contractual relationship.

The processing will concern the following Data:

- Personal Data, such as: first name, last name, tax code, residential address and telephone number, place and date of birth, e-mail address and/or certified email address (meaning common identification and contact data) and job title.

**BindingFuture S.r.l.**

**Sede Legale**  
via Podgora 13, 20122 Milano, IT

[hello@bindingfuture.com](mailto:hello@bindingfuture.com)  
[www.bindingfuture.com](http://www.bindingfuture.com)

**CF e P.IVA** 10927560960  
**REA** MI 2566877  
**Cap. Sociale** € 40.000

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Società soggetta a direzione e coordinamento di Teoresi S.p.A

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[Classification.: INTERNAL]

The processing of such personal data will be carried out for the execution and management of the business contractual relationship with the company, for the fulfilment of the obligations the Data Controller is subject to, and for commercial and promotional communications purposes on the basis of the legitimate interest of the Data Controller. With regard to the last purpose, reference is made to the following paragraph relating to the purposes of the processing.

## PURPOSE OF THE PROCESSING

The Data you provide will be used for the following purposes:

- management of pre-contractual and post-contractual phases underlying the existing business contractual relationship;
- management of offer requests or documentation with similar purposes, of orders and issuing offers;
- sending commercial and promotional communications concerning products or services similar to those underpinning the existing contractual relationship;
- fulfilment of all legal obligations, including those in both civil and accounting fields;
- accomplishment of operational, administrative, organizational, managerial, tax, financial, insurance and accounting requirements relating to the relationship established;
- management of access to company's premises;
- management of potential arising disputes.

## NATURE OF DATA PROVISION

The provision of your personal data is necessary for the abovementioned purposes, in the light of the legal and contractual obligations the Data Controller is to be compliant with, in order to properly establish the business contractual relationship, ensure the proper management thereof and send commercial and promotional communications. Failure to provide, in whole or in part, such Personal Data, will make it impossible for the Data Controller to establish with you any business contractual relationship nor to guarantee the proper execution thereof.

## PROCESSING METHODS

Data will be processed and collected through paper-based instruments, computer and telematic media, also by entering them into databases, archives, platforms, suitable to ensure the security and confidentiality of the Data, in accordance with the provisions of art. 32) of the European Privacy Regulation UE/2016/679 (GDPR).

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However, by carrying out the processing operations the minimum level of data protection required by law is guaranteed by adopting all the technical, computer, organizational, logistical and procedural security measures, as provided for in Annex B of Legislative Decree no. 196/03. In particular, the transfer of your Data is subject to encryption.

Your Data will be likewise processed only by personnel expressly authorized by the Data Controller.

#### **DATA RECIPIENTS**

Your Personal Data may be shared by the Company with the following subjects:

- all those subjects entitled to lawfully access to such data by virtue of legislative measure,
- our collaborators, employees in charge of data processing, as part of their duties,
- all those natural and/or legal persons, public and/or private when the disclosure is necessary or functional to the establishment and management of the underpinning contractual and/or commercial relationship, according to the modalities and for the purposes described above (eg: companies or professional firms that provide assistance and advice to the Company).

#### **DATA RETENTION PERIOD**

Please note that, in accordance with the principles of lawfulness, purpose limitation and data minimisation, your Data will be kept for the time necessary to achieve the purposes effectively pursued, pursuant to art. 5 of the GDPR and in connection with the employment relationship. In any case, the retention period of your personal data will not exceed:

- 10 years in compliance with the obligations relating to the holding of accounting records issued and in any case for the time necessary for the legal protection of the Data Controller.

#### **DATA PROCESSOR**

Your personal data may also be processed by third parties, which, by virtue of their appointments as Data Processors pursuant to art. 28 of the Regulations, carry out on behalf of BindingFuture further activities linked to the business contractual relationship.

#### **RIGHTS OF DATA SUBJECT**

As a Data Subject, you may exercise the rights set forth in Art. 15 et seq. GDPR against BindingFuture, by sending a communication to [privacy@bindingfuture.com](mailto:privacy@bindingfuture.com). Your request will be processed by the Data Controller within 28 days.

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