

PRIVACY POLICY

(Ex art. 13 - 14 of Regulation (EU) No 2016/679 and art 13 of Legislative Decree 196/2003 pursuant to Legislative Decree 101/2018)

Dear Sir/Madam,

below are some details that we must bring to your attention, not only to fulfill legal obligations, but also because our company is founded on the principles of transparency and fairness.

The data controller of your personal data is **GELITA SK Sro**, responsible for the legitimate and correct processing of your data, available for any information or inquiry at the following addresses:

Data controller: **GELITA SK Sro**

Registered office: **Prešrnova 4, 811 02 Bratislava**

Contact details:

| | |
|--------------|--|
| Phone number | +421 908 431171 |
| E-mail | info@gelitask.com |
| Website | www.gelitask.com |

Your personal data are collected and treated, under specific legal basis, for the purposes provided below:

Treatment: Training

| Purposes | Data | Legal Basis | Retention Period |
|-------------------------------|--|-------------|------------------------------------|
| Provision of training courses | Name, address or other personal information; Contact details (phone number, e-mail, etc.) | Contract | 10 years from the data acquisition |

Treatment: Customer management

| Purposes | Data | Legal Basis | Retention Period |
|---------------------|--|-------------|--|
| Customer management | Tax or other personal identification number; Name, address or other personal information; Contact details (phone number, e-mail, etc.) | Contract | 10 years from the termination of the last contract |

Recipients: Your data may be shared with consultants and professionals, either individual or associated; Banks and credit institutes; Companies and enterprises;

Treatment: Accounting

| Purposes | Data | Legal Basis | Retention Period |
|-----------------|--|------------------|------------------|
| Record keeping | Tax or other personal identification number; Name, address or other personal information; Economic, trade, financial, insurance activities | Legal obligation | 10 years |
| Tax obligations | Tax or other personal identification number; Name, address or other personal information; Economic, trade, financial, insurance activities | Legal obligation | 10 years |

Category of recipients: Your data may be shared with consultants and/or professionals, either individual or associated;

Treatment: Billing and Delivery Notes

| Purposes | Data | Legal Basis | Retention Period |
|-----------------------|---|-------------|--|
| Dispatch of the goods | Name, address or other personal information | Contract | 10 years from the performance of the service |

Recipients: Your data will not be disclosed to any other recipients.

Treatment: Quality control

| Purposes | Data | Legal Basis | Retention Period |
|---|---|--|--|
| Verification of the quality of goods and services | Tax or other personal identification number; Name, address or other personal information; Products quality certifications | Controller's legitimate interest in verifying goods and services provided and received | 10 years from the performance of the service |

Recipients: Your data may be shared with health care bodies, medical and paramedical staff; Other public authorities;

Treatment: Customer Service

| Purposes | Data | Legal Basis | Retention Period |
|------------------------------|--|-------------|------------------|
| Customer satisfaction survey | Name, address or other personal information; Tax or other personal identification number; Data regarding consumer behavior, user profiles, consumers, taxpayers etc.; Contact details (phone number, e-mail, etc.) | Contract | 10 years |
| Customer technical support | Name, address or other personal information; Tax or other personal identification number; Data regarding consumer behavior, user profiles, consumers, taxpayers etc.; Contact details (phone number, e-mail, etc.) | Contract | 10 years |

Recipients: Your data will not be disclosed to any other recipients.

Treatment: Management control

| Purposes | Data | Legal Basis | Retention Period |
|------------------|---|--|--|
| Internal control | Tax or other personal identification number; Name, address or other personal information; Economic, trade, financial, insurance activities; Employment (current and/or previous occupation, curriculum, etc.); Role covered | Controller's legitimate interest in the analytical verification of the economic and financial management | 10 years from the performance of the service |

Recipients: Your data will not be disclosed to any other recipients.

Treatment: Marketing and disposal to Partners

| Purposes | Data | Legal Basis | Retention Period |
|----------|------|-------------|------------------|
|----------|------|-------------|------------------|

| | | | |
|--|--|-----------|---|
| Marketing (analysis and market research) | Tax or other personal identification number; Name, address or other personal information; Economic, trade, financial, insurance activities; Contact details (phone number, e-mail, etc.) | Consensus | Until withdrawal of consent. Data will be stored for 10 years from the withdrawal of consent. |
| Dispatching of informative and/or advertising material, including by phone or online | Tax or other personal identification number; Name, address or other personal information; Economic, trade, financial, insurance activities; Contact details (phone number, e-mail, etc.) | Consensus | Until withdrawal of consent. Data will be stored for 10 years from the withdrawal of consent. |
| Consolidation of partnerships and completion of the commercial offer | Tax or other personal identification number; Name, address or other personal information; Economic, trade, financial, insurance activities; Contact details (phone number, e-mail, etc.) | Consensus | Until withdrawal of consent. Data will be stored for 10 years from the withdrawal of consent. |

Recipients: Your data may be shared with pension and social security institutions, banks, professionals, also associated, companies and enterprises. Communication of data to some of these actors may only be performed under a contractual and/or legal obligation.

*

Besides this information, to ensure that the processing of your data is as correct and transparent as possible, you must be aware that:

- Except for the purposes based on consensus, the conferment of your data is required, otherwise it will not be possible to deliver the good or provide the requested service
- You have the right to request to the controller access to your personal data and their

rectification or erasure, restriction of processing or their opposition

- If you have given consent to the processing of your data for one or more specific purposes, you have the right to withdraw your consent at any time
- You have the right to lodge a complaint with the following Supervisory Authority: The Italian Data Protection Authority
- Data will be processed by automated, semi-automated and not-automated methods
- You are legally obliged to provide your personal data or you will be subject to sanctions, in accordance with the regulations

31/01/2019

Data Controller's signature
GELITA SK Sro