

## 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	<a href="mailto:info@gelitask.com">info@gelitask.com</a>
Website	<a href="http://www.gelitask.com">www.gelitask.com</a>

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

### Treatment: Supplier Management

Purposes	Data	Legal Basis	Retention Period
Supplier 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

**Category of recipients:** Your data may be shared with consultants and professionals, either individual or associated; Banks and credit institutes.

### Treatment: Accounting

Purposes	Data	Legal Basis	Retention Period
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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 professionals, either individual or associated;

**Treatment: Purchase**

Purposes	Data	Legal Basis	Retention Period
Purchase of goods and services	Tax or other personal identification number; Name, address or other personal information; Contact details (phone number, e-mail, etc.); Data regarding consumer behavior, user profiles, consumers, taxpayers, etc.; Economic, trade, financial, insurance activities	Contract	10 years from the performance of the service

**Category of recipients:** Your data may be shared with consultants and professionals, either individual or associated; Banks and credit institutes.

**Treatment: Management control**

Purposes	Data	Legal Basis	Retention Period
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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 recruiting personnel	10 years from the performance of the service
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**Category of recipients:** Your data may be shared with banks, professionals, either individual or associated, companies or enterprises. Communication of data to some of these actors may only be performed under a contractual and/or legal obligation.

**Treatment: Reception**

Purposes	Data	Legal Basis	Retention Period
Monitoring of people visiting the company	Name, address or other personal information; Contact details (phone number, e-mail, etc.); Declared profession	Controller's legitimate interest in protecting company assets and safety	1 year
Filtering of telephone calls	Name, address or other personal information; Contact details (phone number, e-mail, etc.); Declared profession	Controller's legitimate interest in protecting company productivity	1 year

**Treatment: Curriculum publication**

Purposes	Data	Legal Basis	Retention Period
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Online curriculum publication	Tax or other personal identification number; Name, address or other personal information; Contact details (phone number, e-mail, etc.); Data related to professional skills;	Contract	n.a.
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**Recipients:** Consultants and professionals, either individual or associated; Banks and credit institutes. Your data may be shared following their publication.

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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**