

## Privacy Policy

ALUMEC S.r.l. is committed to protecting the Personal Data entrusted to the company. As such, the management and security of the data are guaranteed with the utmost attention, in line with the requirements set by the Privacy Legislation (such as EU Regulation 2016/679).

This Policy illustrates who we are, the purposes for which we may utilise your data, how we manage the data, to whom the data could be communicated (for example, user companies, public entities, and so on), where the data could be transferred and your rights.

### Who will process my data?

Your data will be processed by:

ALUMEC S.r.l., acting as Data Controller and based in Traversa Duecento on Via Lavoro e Industria 200 – 25030 Rudiano (BS), having VAT number 03447570981, email [info@alumec.com](mailto:info@alumec.com), tel: +39 0307060811 and fax: +39 0307060330.

### Why do you need my data?

ALUMEC S.r.l. requires your data exclusively for the following purposes:

#### 1. Contact form/requests for information.

With your specific consent, your basic Personal Data will be processed for the management of any request you may submit.

The mandatory data to be provided is indicated with an asterisk (\*).

It is possible that your Personal Data will be utilised to conduct surveys regarding the satisfaction of our customers, hence you may be contacted (via telephone, email or other means) with the aim of determining your opinion on the service provided by ALUMEC S.r.l.

ALUMEC S.r.l. will carry out the processing:

- Based on your consent – the purpose of Point 1 does not derive from a legal obligation and the granting of the relative consent is optional.

Utilising the services offered in Point 1, however, does require your consent to the data processing.

We will not exploit your Personal Data for purposes other than those described in this Policy, except upon informing you in advance and – where necessary – obtaining your consent.

Will you process Special Category Data?

On the website <https://www.alumec.com/it>, no Special Category Data (formerly referred to as Sensitive Data) is requested. We invite you not to enter such data unless strictly necessary.

In the event that you decide to communicate Special Category Data to us, ALUMEC S.r.l. will have to process and collect the data for which the law requires your consent. In certain cases, such data may be strictly necessary for the purpose of providing the service or managing the request you have submitted. In such cases, we inform you that the data will be processed exclusively for the purposes pertaining to your request.

How will you use my data?

ALUMEC S.r.l. aims to protect the Personal Data entrusted to it, basing the processing of such data on the principles of correctness, lawfulness and transparency. We thus inform you that your Personal Data shall be processed via tools and procedures able to guarantee the utmost security and confidentiality, with the aid of paper and digital media along with electronic and telematic means. The communications referred to in Point 1) may take place in traditional (such as by regular mail, telephone calls from an operator), automated or similar methods (such as via fax, email, SMS or MMS).

In any event, you are able to exercise the right to object which, in the absence of any indications to the contrary, shall refer to both traditional and automated communications.

How long will you store my information?

From the time the information is received/updated, your Personal Data shall be retained for a period of 1 year, unless otherwise required by law. After this period, you will be asked to confirm your consent to the processing, otherwise the data will be deleted or rendered anonymous.

Will you share my information with other parties?

We inform you that for the purposes referred to in Point 1, your data may be disclosed to third-party companies operating in collaboration with ALUMEC S.r.l., exclusively so as to be able to carry out the requests submitted by you.

The data will also be processed by personnel within the Company's offices who are suitably trained and who are authorised to process the data.

Your Personal Data is not subject to disclosure.

What are my rights?

At any time, you will have the right to request:

- access to your Personal Data;
- its correction in the event of inaccuracy of the same;
- erasure;

- limitation of its processing.  
You will also have:
- the right to object to the processing of the data:
  1. if processed for the pursuit of a legitimate interest of ALUMEC S.r.l.;
- the right to data portability – being to receive the Personal Data you have provided in a format that is structured, commonly utilised and readable by an automatic device.  
We will take care of any such request with the utmost commitment to ensuring the effective exercise of your rights.  
Finally, you have the right to lodge a complaint with the national supervisory authority (the Data Protection Authority).

Can I withdraw my consent after having given consent?

Yes, you may revoke your consent at any time, yet without this being able:

- to prejudice the lawfulness of the processing based on the consent given prior to the revocation;
- to prejudice further processing of the same data based on other legal bases (for example, contractual or legal obligations to which ALUMEC S.r.l. is subject).

To view the complete text of the rights of Data Subjects, you can read Article 15 to 22 of EU Reg. 2016/679 via the following link:

<https://eur-lex.europa.eu/legal-content/IT/TXT/PDF/?uri=CELEX:32016R0679&from=IT>

For more information on this Policy or on any privacy issue, or should you wish to exercise your rights or withdraw your consent, you can contact the references indicated in the section "Who will process my data?". For more information, please consult the dedicated [Privacy Policy](https://www.alumec.com/it/) section on the website <https://www.alumec.com/it/>.

Provided below is the Policy for our customers and suppliers so that they may always refer to the purposes and methods with which our company processes their Personal Data, in compliance with the "GDPR" – EU Reg. 679/2016.

<b>ALUMEC S.r.l.</b>	<b>ANALYTICAL INFORMATION</b> (in accordance with article. 12, 13 e 14 of Regulation UE 2016/679)	<b>MDP 08.A</b> Rev. 01 del 19/12/2019
	<b>CUSTOMERS, SUPPLIERS AND COLLABORATORS DATA</b>	

In accordance with art. 12 of Reg. 2016/679, concerning the protection of personal data, we inform you that the data processing will be:

- lawfully and correctly;
- processed for specific, explicit and legitimate purposes;
- accurate and updated;
- relevant and complete;
- kept only for the period of time necessary to achieve the purposes referred to in the following point a).

We also inform you that (rif. art. 12 of Reg. 2016/679):

- a) process finality:  
Your data will be processed for the supply provided by the contract, for the management of invoices, for the purposes related to the obligations provided for by law;
- b) Communication and spread of data: your data may be communicated to third parties for the performance of some activities listed above (for example: the accounting management or the legal assistance of the data controller) as well as to those authorized to carry out processing operations by the holder;
- c) Extra CE transfer: The data controller does not intend to transfer personal data to a third country or to an international organization;
- d) Data retention period: data retention is necessary throughout the period in which the contractual relationship will remain valid and the subsequent period imposed by the EU and Italian State regulations;
- e) Treatment of particular categories of data: please do not enter sensitive data that reveal: racial and ethnic origin, religious, philosophical or otherwise convictions, political opinions, joining parties, unions, associations or organizations of a religious, philosophical, political or trade union nature. Sensitive data are also those that reveal the state of health and sexual life;
- f) Conferment: the conferment of all the requested data is mandatory in relation to the proceeding of the supply foreseen by the contract;
- g) Automated decision-making process: The data controller informs you that there is no automated decision making process, including the profiling referred to Art. 22 of Reg. UE 2016/679;
- h) DATA CONTROLLER: **ALUMEC S.r.l.** – Via Traversa Duecento di Via Lavoro e Industria, 200 – 25030 Rudiano (BS).

According to Capo III (Arts. from 15 to 22) of Reg. UE 2016/679, you have the right any time to obtain confirmation of the existence of the data. You also have the right to know its content and origin, verify its accuracy or request its integration, updating, rectification, limitation, portability and opposition.

Refer to the text of the Capo III (Arts. from 15 to 22) of Reg. UE 2016/679, concerning your rights in relation to the processing of data, for the most complete knowledge of the problems related to the law.

According to the same article, you have the right to request cancellation, transformation into anonymous form or blocking of data processed in violation of the law, and to oppose in any case to their treatment for legitimate reasons.

Requests must be addressed:

- by e-mail to: [info@alumec.com](mailto:info@alumec.com)
- by fax, to number: 0307060330

Your consent is not necessary to process your data because the processing of data is necessary to the performance of a contract

ALUMEC S.r.l.