



BASE spa with legal and administrative headquarters in Via Fabio Filzi 31 57122 Livorno, in the person of its legal representative Sergio Pitto, as the owner of the processing of personal data, informs you that, pursuant to REGULATION (EU) 2016/679 and Legislative Decree 10 August 2018, n. 101, the personal data provided by you (eg contact details, contact names, etc.) will be processed for the following purposes:

- for entering personal data in the company's IT databases;
- for bookkeeping and accounting, insurance, financial and credit protection obligations;
- for service management;
- for the management of receipts and payments;
- for the fulfillment of the obligations provided for by civil and fiscal law, by regulations, by community legislation

The legal basis that legitimizes the processing is the fulfillment of legal and contractual obligations. The aforementioned purposes are pursued in accordance with the principles of correctness, lawfulness and non-surplus and in compliance with the provisions of the law regarding the protection of data privacy.

Therefore the Data Controller may communicate his data to all natural and legal persons (legal consultancy, administration, tax, auditing companies, couriers and freight forwarders, data processing centers, etc.) also to foreign operators operating outside the EU borders, in the cases in which the communication is necessary for the aforementioned purposes, to banks for the management of receipts and payments and to our employees specially appointed collaborators and within the scope of the related duties.

Data, except for legal obligations, will not be disclosed without your explicit consent. The provision of data is mandatory as it is essential for the performance and management of the employment relationship. In case of refusal to provide data it will not be possible to implement the employment relationship and the related contractual and legal obligations.

In cases where the holder intends to process his personal data for purposes other than those for which they were collected (eg treatment with secondary promotional, advertising or marketing purposes such as sending via e-mail, mail, sms, newsletter of commercial communications and/or advertising material regarding products or services offered by the Owner), any treatment relating to the aforementioned purposes will be preceded by new information and submitted to the interested party's consent.

We also inform you that all the data collected will not be subject to any automated decision-making process. The processing of personal data takes place mainly through the use of electronic and / or IT tools and technical organizational measures designed to guarantee the security and confidentiality of the data. Your data may be stored both on computer media and on paper, as well as on any other type of support deemed most suitable for processing.

The data you provide will not be transferred to non-EU countries or to EU international organizations (except for compliance with contractual and legal obligations). On the basis of the Registry, the data controller clarifies the processing activities, the cases in which the extra-EU data is transferred or to international organizations, guaranteeing the extra-EU data transfer in compliance with the applicable legal provisions. The data is stored for a period not exceeding the achievement of the purposes for which it is processed (eg 10 years for documents relating to the administration area). Once the storage term has expired, the data will be properly destroyed or made anonymous. With regard to the purpose, legal basis, categories of recipients and period of retention of data relating to individual treatments, it is specifically indicated within the Treatment activity register which can be consulted on this request. The interested party has the right:

- access to personal data (i.e. obtain a copy or know where they have been made available)
- to obtain the rectification or cancellation of the same or the limitation of the treatment concerning it;
- to oppose the processing;
- data portability (i.e. receiving data in structured format, commonly used and readable by an automatic device)
- to revoke consent (except in cases where processing is necessary to fulfill legal obligations) at any time without jeopardizing the lawfulness of the processing based on the consent given before the revocation;
- to lodge a complaint with a Control Authority (Privacy Guarantor, mail: [urp@gpdp.it](mailto:urp@gpdp.it))

It should be noted that in order to comply with the Regulations, the Company has set up an integrated privacy system, identifying the persons in charge of the processing as the responsible figures present in the processing activity register, a document kept and appropriately updated at the registered office of the Data Controller. For further information and / or to exercise their rights, please contact BASE spa with legal and administrative office in Via Fabio Filzi 31 57122 Livorno, in the person of its legal representative: Sergio Pitto, Telephone: Tel 0586/211900 Fax 0586/886517, e-mail: [base@basespa.com](mailto:base@basespa.com).

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