

## **PERSONAL DATA PROCESSING POLICY**

**ESSE 4 S.P.A.** with registered office in Via G. Galilei 75, 31010 at Mareno di Piave (TV) - TAX CODE AND VAT NO.: IT 01218310264, in its capacity as personal data controller (hereinafter referred to as the "Data Controller"), issues this privacy policy to the Data Subject in compliance with European and Italian regulations on the protection of personal data.

This privacy policy integrates the navigation policy of our website, in order to illustrate to the User how the Company will specifically process the data entered in this contact form: we therefore invite you to read our privacy policy.

### **Purpose and legal basis of processing**

**ESSE 4 S.P.A.** does not send newsletters: the Data Controller processes the personal data communicated through this form only to respond to the requests made, for example to obtain information on products or services (including sending the brochure, catalogue and/or other company information material), to obtain a quote, etc.: consent is therefore not required because the processing is necessary to respond to such requests.

### **Data retention period**

If information is requested, the data shall be processed for the time necessary to provide a reply; if a quote is requested, on the other hand, the data will be processed for a maximum time equal to twice the period of effectiveness of the proposal, without prejudice to further storage for the time necessary to settle (however reached) any disputes that may arise.

### **Nature of the provision of data and consequences in case of refusal**

The provision of data is strictly related to the use of the contact form and is therefore necessary to forward the request for information: failure to provide such data will make it impossible to provide the information requested.

### **Scope of data communication and categories of recipients**

The Data Controller will not disseminate the data, but will communicate them to internal staff authorised to process them in accordance with their respective roles, as well as to Group companies, professionals or service companies and to public and private bodies, also following inspections and audits.

These recipients, if they process data on behalf of the Data Controller, will be appointed as Data Processors by contract or other legal deed.

### **Transfer of data to a third country and/or international organisation**

Personal data will not be transferred either to non-European third countries or to international organisations.

### **Rights of the concerned parties**

It is the right of the Data Subject to ask the Data Controller to access his/her personal data and to correct it if it is inaccurate, to erase it or limit its processing if the conditions are met, as well as to obtain the portability of the personal data communicated.

To exercise his/her rights, the Data Subject may use the form available [here](#) and forward it to the Data Controller at the following address: [info@esse4spa.it](mailto:info@esse4spa.it). The data subject also has the right to lodge a complaint with the relevant supervisory authority, the Data Protection Authority ([www.garanteprivacy.it](http://www.garanteprivacy.it)).