

INFORMATION ON THE PROCESSING OF PERSONAL DATA PURSUANT TO ART. 13 OF THE EU REGULATION 2016/679

The Data Controller informs you about the processing of personal data collected through forms on the company website pages, social network profiles, telephone contacts, exchanges of business cards at fairs, seminars, meetings and other personal business relationships.

Data subjects

Requesting information by website, telephone, etc. – Company prospect.

Data Controller

DocFlow Italia S.p.A. ubicate in Centro Direzionale Milanofiori, Strada 1 Palazzo F8 – 20057 Assago (MI), VAT IT11325150156, contact mail: marketing@docflow.it

Data Protection Officer

According to Article 37 of the GDPR, the Data Controller has appointed a Data Protection Officer who can be contacted at the email address: dpo@docflow.it

Purposes of data processing

your data will be processed for the following purposes based on the relevant legal bases:

n°	Purposes	Legal bases
1	Activity of budgeting and management of offers.	Processing is necessary to take steps at the request of the data subject. Art. 6 par. 1 comma b)
2	Follow up on your request for contact and information about our activities and products.	Processing is necessary to take steps at the request of the data subject. Art. 6 par. 1 comma b)
3	Sending communications to keep you updated about new product development, training/seminars, services and/or events organized by us.	Processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party. Art. 6 par. 1 letter f)

In no way will an automated decision-making process (profiling) be applied to your personal data.

Type of personal data processed:

- Data relating to an identifier, such as a name, location, contact details, etc.;
- Data relating to the economic activities of the concerned party.

Method of processing

The personal data collected will be processed with:

- corporate IT systems and paper archives, in compliance with the Security Measures provided for by art. 32 of the GDPR;
- personal data will be processed by appointed persons in charge of processing appointed as pursuant to art. 29 of the GDPR.

Data recipients

Personal data will be disclosed to:

- Provider for DEM services and sending newsletter;
- Professional advisors;
- Logistic companies and post office.

The above subjects have been expressly appointed as Data Processors pursuant to Art. 28 of the GDPR or as independent data controllers.

Personal data disclosure

Your data will not be disclosed.

Transfers of personal data to third countries

The personal data collected will be processed within European Union.

Data retention

Your personal data will be kept according to the following:

Purposes	Data Retention
Requests about quotation and information	The data will be stored in our archives for a maximum period of 24 months from the last action of the data subjects.
Sending newsletters	The data will be kept in our mailing list for a maximum period of 24 months from the last action of the data subject. Alternatively, it is necessary to request deletion by writing an email to the contacts indicated or by using the appropriate opt-out function present in the body of the email

Rights of the data subjects

Pursuant to Article 15 et seq. of the GDPR, Data Subjects (the natural persons to whom the personal data refer) may, at any time, exercise their rights such as the right to access their personal data, to correct it, cancel it, restrict its use, transfer it or to object to its processing and withdraw the consent to use it.

For further information relating to the data subjects' rights, see the website www.garanteprivacy.it

Pursuant to art. 77 of the GDPR, the data subject can submit a notify or a complaint by contacting the Italian Data Protection Authority located in Piazza Venezia, 11 - 00186 Rome mail: urp@gpdp.it