



digital solutions & algorithms

Potenza Picena 01/01/07

INFORMATION DOCUMENT AND CONSENT TO THE TREATMENT OF PERSONAL DATA.

(ex art.13 Decree-law n°196/2003)

According to this information document "Personal data" mean:

- the ones we are asking you with this form and the ones we could ask you in the future.
- the ones we will eventually ask you during our activity.
- the ones you spontaneously supplied us, keeping in mind that you are not obliged to supply them to us.

1. Purposes and treatment procedure

These data are collected by us with the only aim of answering to your technical and commercial requests. Data you supplied us will be recorded on protected data media and on paper forms and will be correctly kept and protected.

2. Compulsory or optional nature of data transmission

Data supply is optional.

3. Effects of eventual refusal of data transmission.

The eventual refusal to supply the requested data with regards to the purpose of data collection will result in the inability of fully complying with your requests.

4. Subjects data can be communicated to.

Data can be communicated to external subjects (post offices etc...) which cooperate and work on behalf of the company. In this connection Leaff Engineering Srl may instruct one member of its staff to personally supply you the requested information and technical documents.

Leaff Engineering technical and commercial staff may become acquainted with your personal data.

5. According to art.7 of Decree-Law n° 196/2003, your rights with regard to the treatment of your data are as follows:

- to obtain confirmation that your data are present also in case they were not yet recorded and that their transmission was intelligible;
- to be informed about:
 - origin of the personal data;
 - purposes and treatment procedure;
 - the reasoning used in case of treatment carried out with the support of electronic instruments;
 - essential data of the Manager and person in charge of the treatment;
 - subjects or categories of people to whom data can be transmitted to or that can become acquainted with through their manager or members of their staff;
- to obtain also:
 - updating, amendment or, in case of interest, data supplement;
 - cancellation, transformation in anonymity or blockage of data treated in law infringement, including data whose conservation is not necessary with regards to the purposes for which data were collected and afterwards treated,
 - statement that the operations as per (a) and (b) clauses were known, also with regards with their content, to the people data were transmitted or communicated, except in cases when this performance is impossible or imply the use of means which are clearly disproportionate in comparison with the safeguarded right.
- to oppose completely or partially:
 - for reasons connected with the treatment of your personal data even though relevant to the purposes of the data collection
 - to the treatment of your personal data aiming to send you advertisements, commercial communications, to carry out market researches or to sell products directly.

Above mentioned rights can be exercised with an informal request addressed to Leaff Engineering at the attention of the Manager or person in charge of data treatment, also through a third person. It will be Leaff Engineering care to promptly answer to the request.

6. We inform you that to this purpose, you can apply to the Manager of Commercial Department and of Data treatment at phone n° +39/0719206368 or by written at the following address "Leaff Engineering Srl, Via Puccini 75, 62016 Porto Potenza Picena Italy or by electronic mail to info@leaff.it

Leaff Engineering S.r.l.

Il Presidente del C. di A.
(Ing. Ferruccio Bettarelli)

Leaff Engineering S.r.l.

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