

information on the processing of personal data (articles 13 and 14 of the (UE) 2016/679 Regulation)

- Holder and contract data

Holder	Minerals & Metals Italia spa
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- Proceedings

Process	Purpose	Legal Basis	Recipients	Retention Period	Source
Collection, registration and use of personal, contact and accounting data on pre-contractual and contractual documents including electronic communications.	Management of requests of offers until the conclusion of the contract	Select an item	International commercial functions Anyone involved in the offer phase	10 years	Directly to the interested party
Collection, registration and use of personal, contact and accounting data through the use of management software	Provisions of services in implementation of the signed contract, issuing of documents and registration of accounting	Select an item	Internal commercial and administrative functions Accounting firm Banking institutions	10 years	Directly to the interested party

* If the source is not specified, it means that the data are directly collected from the interested party.

- The collected data will not be disclosed or sold to other organizations and are not subject to automated decision-making processes.
- The interested party has the right to ask the data controller to access personal data and correct, update or cancel them if incomplete, erroneous, or collected in violation of the law, to limit the processing that concerns him, the transformation data into anonymous form, or to oppose the processing. Furthermore, can revoke the previously expressed consent to the processing of data at any time by requesting the cancellation of the service. The interested party is also entitled to lodge a complaint and appeal to the authority of the protection of personal data, according to the methods provided by the authority itself (the instructions are available on the website page <https://www.garanteprivacy.it/web/guest/home/docweb/-/docweb-display/docweb/4535524>)
Consequences of failure to communicate data:
 - **Collection, registration, and use of personal, contact and accounting data on pre-contractual and contractual documents including electronic communications inability to proceed with the sale of products and services** → inability to proceed with the sale of products and services.
 - **Collection, registration, and use of personal, contact and accounting data through the use of management software** → inability to proceed with the sale of products and services.