

**INFORMATION ON THE PROCESSING OF PERSONAL DATA RELATED TO THE COMPLETION OF THE "TRADE FAIR VISITOR CONTACT" FORM**

**Identity and Contact Details of the Data Controller**

Cappelotto S.p.A., hereinafter also referred to as "Cappelotto" or the "Data Controller", with its registered office at Via Malignani 2/N, 33074 Fontanafredda (PN), Italy, may be contacted via e-mail at [info@cappelotto.com](mailto:info@cappelotto.com), certified email (PEC) at [cappelotto@pec.it](mailto:cappelotto@pec.it), or by telephone at +39 0434 757575.

**Purposes and Legal Bases for Processing**

- A. Management of Information Requests:** personal data are processed for all purposes related to the handling and fulfilment of requests for information and/or quotations.
- B. Defensive Purposes:** The Data Controller may need to process personal data for the management of disputes and for the handling of pre-litigation or litigation matters, whether judicial or extrajudicial.

Purpose	Legal Basis (Ordinary Data)	Legal Basis (Special Categories of Data)
A.	Performance of pre-contractual measures; Legitimate interest of the Data Controller in responding to received requests.	/
B.	Legitimate interest of the Data Controller in establishing, exercising, or defending a legal claim.	Establishment, exercise, or defence of legal claims.

**Periodo di conservazione**

Purpose	Retention Period
A.	For the time strictly necessary to handle the received requests and any subsequent communications.
B.	Ten (10) years from the final resolution of the dispute.

**Nature of Data Provision and Consequences of Refusal**

Purpose	Nature	Consequences of Refusal
A.	Necessary	Inability to receive the requested information.
B.	Necessary	Inability to manage the dispute.

**Scope of Data Disclosure**

Personal data are processed by internal personnel duly authorised for specific tasks and may be disclosed externally in accordance with the following rules.

Purpose	Categories of External Recipients
A.	Companies belonging to the same corporate group; commercial agents; business consultants; authorised resellers
B.	Law firms; debt collection or credit transfer companies; judicial authorities.

Since the data are also processed using electronic tools, they may likewise be accessible to entities providing support, hosting, or maintenance services for such systems.

**Transfer of Data to a Third Country or an International Organisation**

Il Titolare non effettua trasferimenti di dati personali al di fuori dello Spazio Economico Europeo.

**Data Subjects' Rights**

The individual to whom the personal data refer is granted the following rights:

**Access:** the data subject has the right to obtain confirmation as to whether or not personal data concerning them are being processed, and, where that is the case, to access such data and request a copy thereof.

**Rectification:** the data subject has the right to request the updating of their personal data, the correction of inaccurate data, and the completion of incomplete data.

**Erasure:** the data subject has the right to obtain the erasure of their personal data under certain conditions (for further information, please contact the Data Controller).

**Restriction of Processing:** the data subject has the right to request that their data be marked in order to restrict further processing under certain conditions (for further information, please contact the Data Controller).

**Objection:** the data subject has the right to object to the processing of their personal data, on grounds relating to their particular situation, where such processing is based on the legitimate interests pursued by the Data Controller or is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Data Controller.

**Data Portability:** The data subject has the right to receive, in a structured format, the personal data they have provided to the Data Controller, and to request that such data be transmitted to another data controller, where the processing is based on consent or a contract and is carried out by automated means.

**Withdrawal of Consent:** The data subject has the right to withdraw their consent for the purposes that required it, without affecting the lawfulness of processing carried out prior to such withdrawal.

The rights that may be effectively exercised in relation to the processing activities carried out are as follows:

Purpose	Exercisable Right						
	Access	Rectification	Erasure	Restriction	Objection	Portability	Withdrawal of Consent
A.	X	X	X	X	X		
B.	X	X	X	X	X		

To exercise the rights set out above, the data subject may use the form available at the following link: <https://www.garanteprivacy.it/web/guest/home/docweb/-/docweb-display/docweb/1089924>, and submit it to the following address: [privacy@cappelotto.com](mailto:privacy@cappelotto.com). The data subject may also contact the same address to request further details regarding the information provided above (e.g., the legitimate interest balancing test or the list of data processors).

The data subject has the right to lodge a complaint with a Supervisory Authority. In Italy, this is the Italian Data Protection Authority (Garante per la Protezione dei Dati Personali – [www.garanteprivacy.it](http://www.garanteprivacy.it)).