



**ANNEX 1A: DATA SHEET**

**1. WASTE PRODUCER/CUSTODIAN DATA:**

Name or Company Name:

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**Registered Office**

(street/Square): .....N.....

Postal Code: ..... City: ..... Province: .....

Tax Code: ..... VAT No.: ..... Tel.: .....

E-mail: ..... PEC: .....

Electronic invoice PEC or SDI Code:

.....

**Administrative Offices (if other than registered offices)**

(street/square) .....

..... No ..... Postal Code: ..... City: .....

Province: .....

**Business sector:**

.....

**INTERMEDIARY/MERCHANT/BENEFICIARY DATA (to be filled in only if applicable)**

Name or Company Name:

.....

**Registered Office**

(street/square): .....

Postal Code: ..... City: .....

Province: .....

Tax Code: ..... VAT No.: .....

Tel.: ..... E-mail: ..... PEC: .....

Electronic invoice PEC or SDI Code:

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Intermediary with retention (merchant/carrier)       Intermediary without retention (cat. 8 ANGA)

ANGA cat.8 number and registration date (enclose copy):

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**Personal Data Processing Informed Consent (pursuant to REG. EU 2016/679)**

The undersigned Manager / Legal Representative of the company,

**HEREBY DECLARES:**

- to have received a copy of the information on personal data processing;
- to have understood and accepted the contents in all its parts;
- to express consent to the processing of their personal data, expressly in relation to the categories of data indicated by art. 9 of Reg. EU 2016/679.

**DATE** \_\_\_\_\_

**STAMP AND SIGNATURE** \_\_\_\_\_



**PERSONAL DATA PRIVACY POLICY PURSUANT TO ART. 13 AND 14 REGULATION (EU) 2016/679**

In compliance with the provisions of Regulation (EU) 2016/679 regarding the processing of personal data, "Metfer Srl" has prepared the following information with a view to maximum transparency, intelligibility and concision.

The Data Controller is the company Metfer Srl, represented by the Chairman of the Board of Directors and Legal Representative Ms Gabriella Cum, with registered office in via Caboto 20, postcode 34149, Trieste (TS), Tax Code and VAT number: 00826460321, Tel.: +39 040 813610, e-mail: [metfer@metfer.it](mailto:metfer@metfer.it), PEC: [metfer@legalmail.it](mailto:metfer@legalmail.it)., website: [www.metfer.com](http://www.metfer.com).

<p><b>2. <u>What categories of personal data are processed?</u></b>          The categories of personal data that are processed are as follows:</p> <ul style="list-style-type: none"> <li>- personal information;</li> <li>- bank coordinates;</li> <li>- addresses, email and certified e-mail addresses and telephone and fax numbers;</li> <li>- license plates of vehicles and trailers of customers and suppliers;</li> <li>- social security, tax, income and health data (only for its employees and collaborators);</li> <li>- data relating to the professional profile and the tasks performed (only for employees and collaborators, both their own and those of suppliers);</li> <li>- data relating to the possession of certifications, authorisations, ratings, guarantees, membership in boards and registers;</li> <li>- browsing data.</li> </ul>	<p><b>1. <u>For what purposes are personal data processed and what are the legal bases of the processing?</u></b>          The purposes for which personal data are processed are as follows:</p> <ol style="list-style-type: none"> <li>the processing of data related to the proposal or execution of contracts and assignments, as well as any preceding or subsequent activities, is necessary to execute a contract or pre-contractual measures. This includes the data of the legal representative of the customer/supplier/collaborator (legal person) or of the customer/supplier/collaborator/employee (natural person). For instance, when someone requests contact through the Contact form of the website <a href="http://www.metfer.com">www.metfer.com</a>, the legal basis for processing their data is the need to execute a contract or pre-contractual measures; when processing the data of employees or consultants of the customer, supplier, or collaborator, the legal basis is the data controller's legitimate interest, given their involvement in activities related to the contract;</li> <li>for administrative and bookkeeping obligations as well as to fulfil fiscal, administrative, social security obligations and all obligations established by national sources or European Union law and in this case the legal basis of the processing is found in the need to fulfil a legal obligation to which the data controller is subject;</li> <li>the protection of the rights of the data controller in out-of-court or judicial proceedings; the legal basis of the processing is the legitimate interest of the data controller in the protection of its rights in any place deemed appropriate;</li> <li>the management of the on-line <a href="http://www.metfer.com">www.metfer.com</a> website content personalised by means of Cookies on the basis of the consent of the data subject.</li> </ol> <p>The correct and total provision of personal data is mandatory for the purposes expressed in points a., b. and c. in the absence of which it will not be possible to establish or continue the contractual and pre-contractual relationship.</p>
<p><b>5. <u>How is personal data processed?</u></b>          Personal data provided is processed both in paper format and through the use of electronic and computer equipment and may be processed by the data controller's employees or collaborators for the purposes referred to in point 1.</p>	<p><b>3. <u>How long is personal data retained?</u></b>          Processed personal data is kept for the entire duration necessary for the execution of the contract or assignment or the fulfilment of the purposes indicated in point 2 and, subsequently, for the period of time imposed by tax and anti-money laundering legislation or by other national and European regulations and in any case for a period of not less than 10 years. In the event of a judicial dispute, the data will be kept until the end of the execution of the judgement of the last degree of judgement.</p>
<p><b>6. <u>To whom is the personal data transmitted?</u></b>          Collected personal data may be transmitted to the following categories of recipients in relation to the processing purposes referred to in point 1.:</p> <ul style="list-style-type: none"> <li>- accountants, consultants or lawyers;</li> <li>- companies or enterprises for the execution of the contract or assignment as well as to fulfil tax, social security, insurance, accounting and environmental and occupational safety obligations;</li> <li>- company that updates and manages the <a href="http://www.metfer.it">www.metfer.it</a> website;</li> <li>- companies that offer postal or shipping services if necessary;</li> <li>- banking and insurance institutions;</li> <li>- judicial authorities and public bodies if required by legal or contractual obligations;</li> <li>- the company's supervisory board;</li> <li>- certification boards;</li> <li>- parties legally authorised to access personal data;</li> <li>- corporate health protocol physician;</li> <li>- Google Analytics to obtain anonymous statistical information with the possibility of disabling by opt-out provided by Google (<a href="https://tools.google.com/dlpage/gaoptout">https://tools.google.com/dlpage/gaoptout</a>) and not to monitor or</li> </ul>	

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<p>collect personally identifiable information. While its servers are not in a EU country, Google meets the EU-US Privacy Shield regulation, which the European Commission has considered to be a certification that offers an adequate level of protection for the personal data transferred;</p> <ul style="list-style-type: none"><li>- While its servers are not in a EU country, Dropbox (cloud storing) meets the EU-US Privacy Shield regulation, which the European Commission has considered to be a certification that offers an adequate level of protection for the personal data transferred.</li></ul>	<p><b>4. <u>What rights does the Data Subject have?</u></b></p> <p>The data subject, or the natural person whose data is processed, has the following rights:</p> <ul style="list-style-type: none"><li>a. right to request access to personal data from the data controller;</li><li>b. right to request the rectification or cancellation of personal data from the data controller;</li><li>c. right to request the limitation or opposition of processing personal data from the data controller;</li><li>d. right to data portability;</li><li>e. right to withdraw consent to the processing of personal data at any time;</li><li>f. right to lodge a complaint with the Italian Data Protection Authority.</li></ul> <p>The aforementioned rights may also be exercised by sending communications to the following e-mail address: <a href="mailto:metfer@metfer.it">metfer@metfer.it</a></p>
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