

Dear Customer,

Pursuant to Art. 13 of EU Regulation GDPR 2016/679 and in relation to the personal data that Tesrete Srl will process, we inform you of the following:

1. The Owner

The Owner is Tesrete Srl, represented by its Legal Representative, Stefano Zanga, with registered office at Viale Friuli 8, 24049 Verdello (BG), Tax code and VAT no. 00362450165.

2. Scope of Processing

The Owner collects and processes the following personal data provided by you:

- identification data (personal details, registered office(s), address, tax code, VAT number, telephone, fax, e-mail, certified e-mail (PEC), banking and payment details);

3. Purposes of Processing

Data processing is aimed at the correct and complete execution of the engagement received. Your data will be processed for the following purposes:

- Issuing quotes and commercial activities;
- Management of contracts relating to the services rendered;
- Order fulfillment following contract execution: fulfillment of obligations deriving from contractual commitments;
- Provision of services requested by the data subject;
- Fulfillment of legal obligations of an administrative, accounting, tax, social security, labor law, and legal nature;
- Providing information through periodic communication via email and telephone regarding updates on business activities and any related information;
- Any fulfillment that may become necessary for the execution of a specific assignment received.

Personal data may be processed using both paper and IT archives (including portable devices) and handled in ways strictly necessary to meet the purposes indicated above.

4. Legal Basis for Processing

Tesrete Srl processes your personal data lawfully where the processing:

- Is necessary for the performance of a contract to which you are party or for the execution of pre-contractual measures taken at your request;
- Is necessary to comply with a legal obligation to which the Data Controller is subject;
- Is based on explicit consent.

5. Consequences of Failure to Provide Personal Data

With regard to personal data relating to the execution of the contract to which you are party or relating to compliance with a regulatory obligation (for example, obligations linked to keeping accounting and tax records), failure to communicate personal data prevents the contractual relationship from being finalized.

6. Processing Methods

The processing of your personal data is carried out by means of the operations indicated in Art. 4, paragraph 2 of EU Regulation 2016/679, specifically: collection, recording, organization, storage, consultation, processing, alteration, deletion, and destruction of data. Your personal data are subjected to both paper and electronic and/or automated processing.

7. Data Retention

Your personal data, processed for the purposes indicated above, will be stored for the duration of the contract and, subsequently, for the time during which the Data Controller is subject to storage obligations for the purposes listed above provided by law or regulation, currently equal to 10 years.



8. Data Communication and Disclosure

Our employees and collaborators may become aware of your personal data in their capacity as authorized processors, within the limits of their respective processing tasks and authorization profiles.

Your personal data may also be communicated to:

- Labor consultants, accountants, and lawyers who provide services functional to the purposes indicated above;
- Third parties operating as suppliers, subcontractors, and external consultants involved in the company's production cycle or providing specialized services to the company;
- Banking and insurance institutions providing services functional to the purposes indicated above;
- Entities processing data in execution of specific legal obligations;
- Judicial or administrative authorities, for compliance with legal obligations.

Your personal data is **not subject to public dissemination** or to any fully automated decision-making process, including profiling.

9. Rights of the Data Subject

As a data subject, under Articles 15 to 22 of EU Regulation GDPR 2016/679, you have the right to:

- Obtain from the Data Controller confirmation as to whether or not personal data concerning you exists, gain access to such data and related information; furthermore, obtain the rectification of inaccurate data or the integration of incomplete data; the erasure of personal data concerning you (upon the occurrence of one of the conditions indicated in Art. 17, paragraph 1 of EU Regulation 2016/679 and in compliance with the exceptions provided for in paragraph 3 of the same article); the restriction of processing of your personal data (upon the occurrence of one of the hypotheses indicated in Art. 18, paragraph 1 of EU Regulation 2016/679);
- Request and obtain from the Data Controller—in cases where the legal basis for processing is the contract or consent, and processing is carried out by automated means—your personal data in a structured, commonly used, and machine-readable format, including for the purpose of transmitting those data to another data controller (the so-called right to personal data portability);
- Object at any time to the processing of your personal data upon the occurrence of particular situations concerning you;
- Withdraw consent at any time, limited to cases where processing is based on your consent for one or more specific purposes and concerns common personal data (e.g., date and place of birth or place of residence), or special categories of data (e.g., data revealing racial origin, political opinions, religious beliefs, health status, or sex life). Processing based on consent and carried out prior to its withdrawal shall nevertheless remain lawful;
- Lodge a complaint with a supervisory authority (Data Protection Authority – www.garanteprivacy.it);

10. How to Exercise Your Rights

You may exercise your rights at any time by sending a written request:

- Via email: info@tesrete.com
- Via registered mail with return receipt: Viale Friuli 8, 24049 Verdello (BG), Italy
- Via Certified Email (PEC): posta-cert@pec.tesrete.com

PLACE and DATE

Verdello, 01/07/2026

STAMP and SIGNATURE

The Owner

TESRETE SRL

Viale Friuli, 8 VERDELLO (BG) Tel. +39 (0)35-884142 Fax +39 (0)35-884525

www.tesrete.com



TESRETE SRL

Viale Friuli, 8 VERDELLO (BG) Tel. +39 (0)35-884142 Fax +39 (0)35-884525
www.tesrete.com