"CUSTOMERS" INFORMATION NOTICE

Arts. 13 and 14 | General Data Protection Regulation No. 2016/679 ("GDPR")

Introduction	Personal data will be processed in compliance with the applicable legislation and the confidentiality and security obligations that guide the Data Controller's activities.
Data Controller	The Data Controller is **Disc To Disc Productions S.r.l.**, with registered office in Milan (MI), via Maroncelli, no. 7, Tax Code and VAT No. 04176181214, contactable at the following addresses: • writing an e-mail to privacy@disctodisc.it • by ordinary mail to the address of the indicated registered office.
Categories of processed data	The categories of processed data are the following: • identifying personal data of the customer, or of employees and collaborators of the customer if a legal entity; • (professional) contact personal data of the customer, or of employees and collaborators of the customer if a legal entity; • personal data related to the economic relations with the customer.
Purposes, legal bases and retention period	

Purposes	Legal bases	Retention time
(1) execute the operations connected and instrumental to the acquisition of preliminary information for the conclusion of the contract	the processing is necessary to take steps prior to entering into a contract	**10 years** from the termination of the relationship (Art. 2220 of the Italian Civil Code). However, to protect the Controller in the event of a dispute or control by the competent Authorities, retention may be extended until the expiration of the ultimate applicable
(2) manage relations with the customer, including accounting, order, and invoicing management	the processing is necessary for the performance of a contract	
(3) execute operations required by regulatory obligations inherent to the contract, including document	the processing is necessary for compliance with a legal obligation to which the Controller is subject	

Consequences of failure to provide data	The provision of the aforementioned personal data is necessary to pursue the indicated purposes: failure to provide such data makes it impossible to carry out the processing.
Categories of subjects who may process personal data, scope of communication or dissemination	Within the limits of the obligations, tasks or purposes indicated above: • personal data will be processed exclusively by employees and collaborators of the Controller, as well as by third parties appointed as Data Processors pursuant to Art. 28 of the GDPR, in compliance with the provisions of the law also with regard to security measures to protect and safeguard the data themselves; • the data will not be disseminated in any way, except with the data subject's consent. The list of Data Processors can be requested from the Controller. The Controller may communicate personal data to third parties, independent data controllers, for the sole purpose of complying with legal obligations, including for example: • public and private entities, also following inspections or audits (e.g., Financial Administration, Social Security Institutions); • subjects who can access the data by virtue of provisions of law (e.g., Tax Police Bodies, Judicial Authorities).
International transfers	Personal data will be transferred, where provided for by the technological tools used, to third countries considered adequate by the EU Commission, or in any case to subjects who have entered into Standard Contractual Clauses or other mechanisms suitable for the extra-EEA transfer of personal data. For further information, it is always possible to contact the Controller.
Data subject's rights	The data subject may, at any time, exercise the rights provided for by European Regulation No. 2016/679, and in particular the right: • to access their personal data; • to obtain the rectification or erasure of the same or the restriction of the processing concerning them; • to object to the processing; • to obtain data portability, where applicable; • to withdraw consent, where applicable: the withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal; • to lodge a complaint with a supervisory authority. For Italy, the supervisory authority is the Italian Data Protection Authority (*Autorità Garante per la protezione dei dati personali*, www.gpdp.it). The exercise of the aforementioned rights may take place by sending an e-mail request to the address indicated above.