

Dear user,

**SUBJECT: INFORMATION PURSUANT TO ART. 13 OF EUROPEAN REGULATION NO. 2016/679**

**1. Data Controller**

**Oiltech S.r.l.** (P.IVA 02400530123) with registered office in Via Caviglia, 3 - 20139 Milan (MI).

**2. Categories of data subjects**

Users of the company website [www.oiltech.it/en/](http://www.oiltech.it/en/)

**3. Origin and type of data processed**

The processing of your personal data, directly provided by you in the "write to us" section of the company website, is carried out by us in order to find your request for information on the services provided by the Company. These data concern your name and e-mail address.

**4. Purpose of the processing**

The processing of your personal data will be carried out in order to meet your request for information regarding the services provided by the Company.

**5. Legal bases of the processing**

Your personal data are processed pursuant to Article 6, paragraph 1, letter b) because the processing takes place in execution of pre-contractual measures to be adopted also at the request of the interested party.

The provision of data is mandatory. In case of refusal on your part to provide such data, it will not be possible for you to submit the request for information.

**6. Processing methods**

Pursuant to art. 2 quaterdecies D.lgs. n. 196/2003, personal data will be processed by authorized and adequately trained personnel in compliance with the European Regulation (GDPR 2016/679) and the Code regarding the protection of personal data (Legislative Decree no. 196/2003) as reformed by Legislative Decree no. 101/2018.

Following the collection, through the "write to us" section of the company website, the data are stored on the company server and processed by the administrative office employees to find user requests by sending an e-mail response to the e-mail address provided by the users. Following the feedback, the data will be deleted.

**7. Communication and transfer of data**

Your personal data will not be disclosed to third parties or disseminated.

The data may be made available to the external company that deals with the supply, management and maintenance of the company's IT system.

There is no transfer of data abroad.

**8. Data retention period**

Personal data will be kept for the period of time strictly necessary to meet the request. In any case, a maximum period of 1 year from harvest is established. After that the data will be deleted.

## 9. Rights of the interested party

You can exercise at any time the rights that are recognized by Articles. From 15 to 22 of the European Regulation. Especially:

- Access your personal data, obtaining evidence of the purposes pursued by the Data Controller, the categories of data involved, the recipients to whom they may be communicated, the applicable retention period, the existence of automated decision-making processes;
- Obtain without delay the correction of inaccurate personal data concerning you;
- Obtain, in the cases provided, the cancellation of your data;
- Obtain the limitation of their treatment, when possible;
- Oppose the processing of data, when possible;
- Withdraw your consent in relation to the purposes for which this is necessary;
- Request the portability of your data to third parties specifically indicated by you, or to receive them in a structured format, commonly used and readable by automatic device, also to transmit such data to another owner, without any impediment, in all cases where this is necessary by law;
- Propose a Complaint to the Guarantor Authority for the Protection of Personal Data.

## 10. How to exercise your rights

You can exercise your rights at any time by sending a request by e-mail to: [d.santo@oiltech.it](mailto:d.santo@oiltech.it)

## 11. Contact details of the Data Protection Officer

**Oiltech S.r.l.** is not subject to the obligation to appoint the Data Protection Officer provided for in Article 37 of the Regulation.

In case of future appointment and in case of significant changes, appropriate evidence will be given on the homepage of the site for a reasonable time.

This policy will be valid until there are significant changes.

Milano, Data \_\_\_\_\_

Signature of the Data Controller

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