



## DISCLOSURE STATEMENT FOR NEW CLIENTS, EXISTING CLIENTS AND SUPPLIERS

**Dear Client / Dear Supplier**

**Subject: Information about the handling of your personal information, in accordance with Legislative Decree no. 196/2003 (Italian Law) concerning the protection of personal information (and request for your consent to some particular forms of data processing concerning information about you).**

In order to establish contractual relationships with your company it is necessary for us to collect information concerning you. This information may be obtained verbally or in writing, either directly or through third parties and qualifies as 'personal data' under Legislative Decree no. 196/2003 (otherwise known as the 'Privacy Code').

These regulations state first and foremost that whoever handles personal data must inform the subject concerned about what data are processed and about certain aspects of the data handling, which must in any case be carried out with propriety, lawfulness and transparency, safeguarding your privacy and your rights. Therefore, as determined by art.13 of Legislative Decree no. 196/2003 (Italian Law), we inform you of the following:

### **Nature of the data processed**

We intend to process your personal and tax data and the economic data necessary for the implementation of contractual relationships which we will have with your company in the future. We do not intend to obtain any information about you which would qualify as sensitive or judicial data under art. 4, subsection 1, of Legislative Decree no. 196/2003.

To carry out certain processing of some of your data we must have your consent: if you wish to give your consent, please sign and send us back the dedicated declaration which you will find at the end of this disclosure statement.

### **Purpose of the data processing**

The information about you will be processed according to contractual necessities and the consequent fulfilment of legal and tax obligations as well as to enable the effective management of financial and commercial relationships. The data will be processed for the entire duration of the contractual relationship and also subsequently, for the completion of legal obligations and for administrative and commercial purposes.

### **Methods of processing the personal information**

Processing of the data will be carried out using means and procedures which can adequately guarantee their safety and privacy. It may be carried out both in paper form and using electronic tools.



## **Obligation or freedom to provide information and the consequences of any failure to do so**

Regarding the information which we are obliged to know in order to fulfil legal obligations, regulatory stipulations or European Community standards, or to respect regulations issued by authorities legitimated by the law and by supervisory and control bodies, the failure on your part to provide this information could make it impossible to establish or continue our relationship, to the extent that this information is necessary for its fulfilment. Regarding the information which we are not obliged to know, failure to obtain it will be evaluated by us on a case by case basis and decisions made depending on the importance for us of the information requested by us and not provided by you.

## **Communication and diffusion**

The information about you will not be 'diffused' by us. By 'diffusion' we mean making it known by unspecified people by any means, including making the information viewable or available for consultation. The information about you can, on the other hand, be 'communicated' by us. By 'communication' we mean making it known to one or more specific people, on the following terms:

- to people working within our company who have been assigned the handling of your data, and in particular to those working in the administrative office, the commercial office, the customer service office and those working in the transport / logistics sector;
- to people who can access your data by law or according to regulations or EU standards, to the extent that these regulations require it;
- to people who need to access your data for purposes supportive to the relationship between us and you, to the extent that this is strictly necessary in order to carry out the support tasks entrusted to them (for example: financial bodies and transport companies);
- to our consultants, to the extent that it is necessary in order that they can carry out their role within our company, following our letter of assignment which enforces the duty of security and discretion in the handling of your data.

## **Your rights**

We remind you that in your relationship with us, in accordance with art. 7 of Legislative Decree no. 196/2003, you have the following rights:

- to obtain confirmation of the existence of personal information regarding you, even if this information is not yet registered, and to obtain intelligible communication of this information and of its sources, the purposes and means of its processing and the logic applied in the case of processing carried out using electronic tools;
- to obtain the cancellation, transformation into anonymous form or blocking of data which it is not necessary to store for the purposes for which the data were collected and processed;
- to obtain the updating, rectification and integration of your data;
- to oppose, partially or entirely, for legitimate reasons, the processing of personal information regarding you, even if it is relevant to the purpose of its collection.

To exercise these rights you can contact Mrs. Silla Travasoni, as the person responsible for data management and whom, in accordance with art. 13 of Legislative Decree no. 196/2003, is nominated in this role.

He can be contacted: by telephone on + 39 0541 753344; by e-mail at [admin@worldtradedisplay.com](mailto:admin@worldtradedisplay.com); by post at the address of our company offices.

**The company and people responsible for the processing of your data**

The name of the company handling your personal information is World Trade Display Srl, and the registration details of the company are in the heading of this letter.

The complete list of all those nominated by us as responsible for the processing of your personal information is available on our company's website, at :

<http://www.worldtradedisplay.com/en/wtd/legal.aspx>

**Date, 01 January 2014**

**BEST REGARDS**

**Signature of the data manager  
Data Management Manager  
Silla Travasoni**

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