STUDIO TRE SOCIETA' BENEFIT S.P.A.
VIA DELLA PREVIDENZA SOCIALE 8 G/H
REGGIO EMILIA

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Personal Data Processing Notice

Notice - 8 - Employee/supplier data recorded in the management system

drawn up in accordance with EU Regulation 2016/679 on 08/04/2026

The aim of this document is to inform the data subject about how their personal data is used for the purposes of the following processing activity/activities:

Processing
Employee/supplier data recorded in the management system

In accordance with Articles 13 and 14 of EU Regulation 2016/679, the data subject is hereby informed that their personal data will be processed by the Data Controller identified in the **Parties** section. The Data Controller will process the data for the purposes set out in the **Purposes** section, for a specific period of time, as defined in the **Retention Period** section, and may be disclosed to the parties identified in the **Communication** section.

The data subject is also informed that they may exercise their various rights over their personal data, which are listed at the end of this notice in the **Data Subject Rights** section. The data subject's rights may be exercised at any time by contacting the Data Protection Officer (DPO), or in their absence, the Data Controller.

Purposes of processing

Why is my personal data processed?

Your personal data are processed to allow the Data Controller to:

- verify compliance with the mandatory legal obligations relating to tax and accounting;

- manage disputes: the exercise of the Data Controller's rights such as, for example, the right to counsel, including in the event of breach of contract. In such a case, the legal basis of the processing is the legitimate interest of the Data Controller.

Your personal data is also processed to allow the Data Controller to:

- update the records on the management system, until the termination of the contractual relationship (where applicable only);

- properly manage the business relationship (checking of invoices, orders, delivery, etc.);

- manage the quality control system in accordance with certified and integrated procedures (UNI EN ISO9001:2015, UNI EN ISO17100:2017, UNI 10574:2007, ISO 18587:2017).

Legal bases for data processing
What is the legal basis for processing my personal data?

- Article 6(b) of EU Regulation 679/2016 - Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- Article 6(c) of EU Regulation 2016/679 - Processing is necessary for compliance with a legal obligation to which the Data Controller is subject.

Data source
Where does the data processed come from?

- Collected from the data subject

Types of data processed
Which data is processed?

Category	Type
Common personal data	Name and surname
	Residential address
	Telephone and email contact details
	Tax Code
	Place and date of birth
	Education and cultural background
	Professional information
	Previous working experience
	Data relating to purchases and sales
	CV

Data Controller

Who is the Data Controller?

Name	Contact details
STUDIO TRE SOCIETA' BENEFIT S.P.A.	Telephone no: 0522 323434 E-mail: mail@traduzionistudiotre.it Address: Via della Previdenza Sociale 8 G/H Reggio Emilia Website: www.traduzionistudiotre.it

Data Protection Officer (DPO)

Who is the Data Protection Officer?

Name	Contact details
Empathia s.r.l.	Telephone no: 3288398257 Email: mail@dpo.com Address: Via Georgi Dimitrov 72, 42123 Reggio Emilia (RE) Certified email: empathia@legalmail.it

Disclosure and communication of data

Is personal data disclosed or communicated to third parties?

Personal data is not disclosed.

Your data may be disclosed to external parties to enable the Data Controller to send training/professional information emails.

Categories of recipients	Geographic location	Legal basis for data transfers outside the EU	Notes on data transfers or communications
Antherica srl	Within the EU		Disclosure made to enable any training/information emails to be sent.

Disclosure due to legal or contractual obligations
Are my data disclosed to fulfil a legal or contractual obligation?

Disclosure of personal data for the purposes set out in Articles 6(b) and 6(c) of EU Regulation 679/2016, as specified in this Notice, is a legal or contractual obligation.

Data retention period
For how long are my data retained?

Please note that in accordance with the principles of lawfulness, purpose limitation and data minimisation pursuant to Article 5 of the GDPR, your personal data will be retained as follows:

For data contained in a CV only, two years from the date on which the CV was sent or received, considering the company object of the Data Controller and the skills required, based on the work activity to be performed; until the achievement of the contractual purposes and, in any event, in compliance with the period indicated in the contract;

For other data processed, the retention period shall not exceed the achievement of the purposes for which the personal data were collected and, in any case, shall comply with the mandatory time limits prescribed by law.

Data Subject Rights
The Data subject has the right to exercise, where applicable, the rights laid down in Articles 15-21 of EU Regulation 2016/679, by contacting the Data Controller or the Data Protection Officer directly, using the contact details provided in this Notice, to request access, rectification, deletion, restriction of processing, data portability, and to object to the processing of personal data.

The data subject may contact the Data Protection Officer or the Data Controller to exercise the above-mentioned rights. The data subject has the right to lodge a complaint with the supervisory authority by writing to garante@gpdp.it or protocollo@pec.gpdp.it.