

Merlo UK LTD
 The Paddocks, Headlands Business Park
 BH24 6PB Salisbury Road, Ringwood, Hampshire

Privacy notice for Customers
pursuant to Article 13 of Regulation EU 2016/679 GDPR
Data collected from the Data Subject

Dear Data Subject,
 we hereby wish to inform you about the personal data that will be collected and the processing we are going to perform, as well as any information useful to facilitate contact and interaction with our offices.

Data Controller

The Data Controller is Merlo UK LTD.

Contact details are as follows:

Phone: (+44) 01425 480806

E-mail: privacy_merlouk@merlo.com

Fax: (+44) 01425 477478

Website: <http://www.merlo.co.uk>

Please find here following some information about the personal data collected and the related processing purposes

PURPOSES	Processing: Accounting management of customers (K)
Administrative - Accounting	<p>The personal data requested will be processed to fulfil contractual or regulatory obligations or, in any case, for ordinary administrative and accounting purposes. The processing will involve data as necessary to complete and account for sales invoices, delivery notes, etc., but also any references of the contacts (agent, company representative, salesperson, administrative staff, etc.) that may be useful for the management of the mentioned documentation.</p> <p>The provision of the data necessary for the management of outgoing invoices is mandatory; the provision of the contact data of the persons involved in the accounting cycle is optional, however, being useful for the normal performance of the activities, any failure to provide them would prevent us from providing the services requested or could slow down the entire processing process.</p>
CATEGORIES OF PROCESSED DATA	Personal identification data
CATEGORIES OF RECIPIENTS WHICH DATA ARE DISCLOSED TO	Tax agencies
	Couriers and fright forwarders
	On-line payment service providers
	Credit recovery service providers
	IT or telecommunication services providers
	External legal services

	External accounting and tax services
TRANSFER TO THIRD COUNTRIES	No
DATA RETENTION PERIOD OR CRITERIA USED TO DETERMINE THAT PERIOD	According to periodic internal procedures for cancelling obsolete information
	Civil law 10 years
	Tax law 6 years
LEGAL GROUND FOR THE PROCESSING	Performance of a contract
	Legitimate interest of the Data Controller
	Legal obligation
AUTOMATED DECISION-MAKING PROCESS	NO
PROFILING	NO

Your personal data will be processed manually and electronically in compliance with the principles of necessity and relevance by adopting appropriate security measures for the fulfilment of the indicated purposes.

Your personal data will be processed by subjects expressly authorized and trained in matters of personal data protection; the IT technicians and staff overseeing the operation of our IT system will be able to access the data incidentally.

We also inform you briefly that you have the right to request information on your personal data that we are processing, ask for its rectification or erasure, as well as to oppose the processing, request the restriction of the processing and the portability of the data according to the provisions of Articles 15 to 22 of the Regulation EU 2016/679 GDPR (copy of the text of the mentioned articles can be requested at the addresses indicated above).

You are entitled, at any time, to lodge a complaint with a territorially competent supervisory authority.

If the processing is based in whole or in part on your consent, you have the right to freely withdraw it at any time through the contact details indicated above. The processing performed in compliance with the consent given and the related legal effects will remain valid even after the possible withdrawal of the consent.

For any clarification or communication regarding the processing of your data, please do not hesitate to contact us.

The Data Controller
Merlo UK LTD

Latest update: 02/04/2019 - Version 1.0