



EXPRESSGLOBAL
INTERNATIONAL FREIGHT FORWARDER



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INFORMATION

pursuant to Article 13, Regulation (EU) 2016/679 ("GDPR") and Legislative Decree no. 196/2003 as amended.

1. DATA CONTROLLER

Express srl., with registered office in Via A.De Gasperi, 55 Naples, in the person of its *pro tempore* legal representative, is the data controller of your personal data (the "**Data Controller**" or "**Express srl**").

2. DEFINITION OF PERSONAL DATA AND INFORMATION RELATING TO PROCESSING ACTIVITIES

Under the GDPR, personal data means: *"any information relating to an identified or identifiable natural person; an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person"* (the "**Data**").

As part of the contractual relationship with the Data Controller], **Express srl** processes the following types of Data:

- Name, surname and/or name;
- address;
- VAT number;
- Contact details (e-mail, telephone);
- Bank details (i.e., IBAN).

The provision of the Data indicated is voluntary but necessary to allow the provision of the requested service by **Express srl**; otherwise, it will be impossible for us to provide the service and manage the contractual relationship.

EXPRESS S.r.l.

Registered and Operational Headquarters Via De Gasperi, 55 • 80133 Napoli • ITALY

Phone +39 081 4201811 • **Email** info@expressglobal.com • **Pec** express.srl@registerpec.it

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In any case, **Express srl** undertakes to ensure that the information collected and used is appropriate for the purposes described and that this does not result in an invasion of your personal sphere.

3. PURPOSE OF THE PROCESSING

a. For the execution of pre-contractual activities

Your Data will be collected and processed by Express srl as part of pre-contractual activities, such as the acquisition of preliminary information for the purpose of entering into the contract.

The legal basis for the processing of your Data is the execution of pre-contractual measures adopted at your request.

b. For the management of the contractual relationship

Your Data will be processed by Express srl for the establishment and subsequent management of the contractual relationship, as part of all administrative, operational, managerial and accounting activities relating to the contract (order management, invoicing).

The legal basis for the processing of your Data is the execution of the contractual relationship to which you are a party.

c. For the fulfilment of legal obligations

Your Data will be processed by **Express srl** for the fulfilment of legal obligations to which the Data Controller is subject, such as, by way of example, tax obligations related to the execution of the contract.

The legal basis for the processing of your Data is the fulfilment of legal obligations to which the Data Controller is subject.

d. To invite you to events, meetings, conferences

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Your Data will be processed by **Express srl** as part of the organization and management of events, meetings and/or conferences, which may be of interest to you, organized by the Data Controller and/or by other companies of the group to which the Data Controller belongs.

The legal basis for the processing of your Data is the legitimate interest of the Data Controller.

4. COMMUNICATION OF PERSONAL DATA TO SUBJECTS LOCATED IN THE TERRITORY OF THE EUROPEAN ECONOMIC AREA

The Data Controller may communicate some of your Data to subjects it uses to carry out activities related to the management of the contractual relationship.

In particular, in order to achieve the purposes described in paragraph 3 above, as an integral part of the processing activities, your Data may be communicated to external companies and/or other companies of the group located in the territory of the European Economic Area that offer **Express srl** IT, administrative, accounting services, services related to the organization of events, as well as external consultants who will process your Data as Data Processors.

The list of Data Processors is updated by Express srl and is available from the same for consultation.

The Data Controller may also communicate your Data, in addition to the subjects to whom the communication is due by virtue of legal obligations, to Public Administrations, to competent Authorities, to other companies of the group located within the European Economic Area, whether they are subsidiaries or investees, to insurance companies, consultants, as well as to the credit institutions with which **Express srl** operates.

No form of dissemination of your Data to unspecified parties is envisaged.

5. TRANSFER OF PERSONAL DATA TO COUNTRIES OUTSIDE THE EUROPEAN ECONOMIC AREA

In addition, in order to achieve the purposes indicated above, your Data may be transferred to companies belonging to the corporate group to which the Data Controller belongs, or to third parties

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located outside the European Economic Area that offer services related to the management of the contractual relationship with **Express srl** or to which the transfer of your Data is necessary in the context of the performance of the aforementioned relationship.

Such transfer, where appropriate, will be regulated, depending on the recipients, through the use of standard contractual clauses adopted by the European Commission or, alternatively, on the basis of an adequacy decision of the Commission and/or any other instrument permitted by the reference legislation including, where appropriate, the use of binding corporate rules in the context of intra-group transfers.

You can obtain information on the place to which your Data has been transferred by writing to Info@expressglobal.com

6. RETENTION PERIOD

The Data relating to you will be processed by **Express srl** for the entire duration of the contractual relationship and will be stored for a period of 11 years after the termination of said relationship, exclusively for purposes related to the fulfilment of legal obligations or the defence of **Express srl's** rights in court.

7. YOUR RIGHTS AS A DATA SUBJECT

During the period in which **Express srl** is in possession or processes your Data, you, as a data subject, may, at any time, exercise the following rights:

- Right of access – you have the right to obtain confirmation as to whether or not your personal data is being processed, as well as the right to receive any information relating to the processing;
- Right to rectification – you have the right to obtain the rectification of the personal data we hold about you, if it is incomplete or inaccurate;
- Right to erasure – in certain circumstances, you have the right to obtain the erasure of your personal data in our records if it is not relevant for the purposes of the continuation of the employment relationship or necessary for legal obligation;

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- Right to restriction of processing – under certain conditions, you have the right to obtain the restriction of processing concerning your personal data, if it is not relevant for the purpose of the continuation of the employment relationship or necessary for a legal obligation;
- Right to portability – you have the right to obtain the transfer of your personal data in our possession to a different Data Controller;
- Right to object – You have the right to object, at any time on grounds relating to your particular situation, to the processing of personal data concerning you carried out by the Data Controller on the basis of its legitimate interest or the performance of a task carried out in the public interest or in the exercise of official authority, including profiling, unless there are legitimate reasons for the Data Controller to continue processing which override the interests, on the rights and freedoms of the data subject or for the establishment, exercise or defence of a right in court;
- Right to withdraw consent – you have the right to withdraw your consent to the processing of your personal data at any time, without prejudice to the lawfulness of processing based on consent before its withdrawal;
- Right to lodge a complaint with the Supervisory Authority – in the event that **Express srl** refuses to comply with your requests for access and/or exercise of the above rights, the reasons for the refusal will be provided. Where applicable, you have the right to lodge a complaint as described in the following paragraph.

Such requests may be addressed to **Express srl** exclusively at the following e-mail address Info@expressglobal.com

8. COMPLAINTS

If you wish to lodge a complaint regarding the ways in which your Data are processed by **Express srl**, or regarding the management of a complaint you have proposed, you have the right to submit a request directly to the Supervisory Authority.

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