

## **INFORMATION ON THE PROCESSING OF PERSONAL DATA ADDRESSED TO OUR SUPPLIERS**

provided under articles 13-14 - Reg. 2016/679/EU "on the protection of natural persons with regard to the processing of personal data and on the free movement of such data" (hereinafter "**GDPR**")

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### **Given that**

- According to article 4, parag. 1, n. 7 of GDPR the "*Controller*" is the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data;
- According to article 4, parag. 1, n. 1 of GDPR a "*Personal Data*" is any information relating to an identified or identifiable natural person («Data subject»);
- According to article 14, parag. 3 of GDPR in the case of relationships between legal persons, the information provided through the customer (legal person) will be issued to any Data subject involved in the relating processing at time of the first communication to that data subject.

### **All of this premised**

We inform you that the execution of the supply contract implies the need to process some information concerning individuals.

However, we would like to reassure you about the use of this information, which will be processed by Q.F. S.r.l., 25034 – Orzinuovi (BS), via Caduti del Lavoro n. 23, P.I. 01634410987, Tel. +39 030 9941083, e-mail [info@qualityformingsrl.com](mailto:info@qualityformingsrl.com), as the **Controller**, respecting the fundamental rights of the individual, as well as in compliance with the provisions on personal data protection.

### **Which Data we process**

The management of the supply contract involves the collection and processing of personal data, in particular: identifiers (name, surname, e-mail address), accounting and fiscal, directly referred to the customer (if natural person) or, for identification and contact Data, referred to other Data subjects (such as workers, employees, representatives, etc.). These Data are collected in execution and in the performance of commercial relationships with the Controller and in compliance with the provisions concerning the processing and the protection of personal data.

The aforementioned data are essential for the establishment of a contractual relationship: remain free to not provide us with such information; however, in this case it may not be possible to proceed with the supply relationship.

### **Why do we process Personal Data**

The data collected are used by the Controller to fulfill the pre-contractual and/or contractual relationship with the supplier, in full compliance with the principle of lawfulness and fairness and the provisions of the law.

The Controller does not use the contact data collected for sending newsletters.

The Controller does not perform profiling activities related to direct marketing.

### **Legal basis of the processing and retention period**

The processing takes place in order to perfect and execute a contract that the Supplier is a part of and whose object is the supply of the service or product.

In cases it is prescribed by sector legislation (e.g. invoicing, taxation or anti-money laundering law), the processing of Personal Data of natural person will take place on the basis of a regulatory obligation to which the Controller is bound to comply.

The personal data collected will be kept for the time necessary for the execution of the supply contract, including the time related to the delivery of the product or the execution of the service. The Controller may continue to keep such Data for a longer period in order to be able to handle any disputes related to the supply.

The processing for administrative and accounting purposes involves a data retention according to the terms established by the regulations: 10 years, pursuant to art. 2220 c.c. In these cases, will be kept the only data strictly necessary for these purposes.

### **How we process personal data**

The personal data are processed electronically and on paper, in compliance with the principles established by the legislation on personal data protection. The processing takes place after the adoption of the technical and organizational measures, appropriate to the risks for the fundamental rights of the data subjects.

The processing operations are performed by persons specifically designated by the Data Controller in writing or otherwise authorized to access the information, which are adequately informed about the protection of personal data.

### **Communication of Personal Data**

In pursuing the aforementioned purposes, the Data Controller may communicate some of the data collected to external companies, identified from time to time as independent data controllers or data processors: appropriate measures will be taken to ensure the protection of personal data. Below, we provide you with a list of the categories of subjects who, in pursuing the aforementioned purposes, may become aware of certain categories of data provided:

- 4B Treatment S.r.l., group company that may register the supply.
- Consultants who take care of the tax obligations on behalf of the Controller.
- Banks, credit institutions and companies closely linked to the collection of credit.
- Legal advisors designated for this purpose Data Processors (e.g. credit recovery and contractual advice).
- IT companies, designated for this purpose Data Processors, to the extent that they access the information systems during their maintenance activities.

Personal data collected will not be transferred to non-EU countries

### **The rights of the Data Subjects**

The GDPR grants a series of rights (articles from 15 to 22) to protect Data subjects who will always have:

- the right to access information concerning them and to be informed about the methods and purposes of the processing to which such information is subject;
- the right to erasure, the right to object, or the right to restriction of processing, if the conditions are satisfied;
- the right to data portability if the data are processed by automated means.

Data Subjects can exercise their rights by writing to [info@qualityformingsrl.com](mailto:info@qualityformingsrl.com).

Data Subjects have the right to complain to the Supervisory Authority, or to refer to the Judicial Authority, for the protection of their rights.