

## **CUSTOMER AND SUPPLIER INFORMATION NOTICE** **pursuant to Articles 13 and 14 Regulation (EU) 2016/679**

With the present document ("Informative Notice"), the Data Controller, V.I.M. G. Ottaviani S.p.A., wishes to communicate the purposes and methods of the processing of personal data and the rights that Regulation (EU) 2016/679 on the protection of individuals with regard to the processing of personal data and on the free movement of such data ("GDPR"), recognizes to the Natural Persons whose personal data are subject to the processing operations performed.

This information is addressed to the natural persons who are the owners, directors, managers, employees, and in general contact persons of customers and suppliers, whose personal data must be processed by the Data Controller for the purpose of entering into or following up service or supply contracts.

Natural Persons are also considered those Legal Persons in which Natural Person and Legal Person coincide, for instance freelancers or one-person firms.

### **1. Who is the Data Controller**

The Data Controller is V.I.M. G. Ottaviani S.p.A., with registered office in Città di Castello 06012 Perugia (PG) Piazza Giovanni XXIII no. 5, VAT no. 02514530548, in the person of its legal representative *pro tempore*.

The Data Controller has appointed a Data Protection Officer (the "DPO") whom you may contact in order to exercise your rights, listed in point 8 below, as well as to receive any information regarding the processing of your personal data, by writing to: [privacy@vimspa.it](mailto:privacy@vimspa.it)

### **2. Which personal data we process**

#### **2.1. Nature of the data processed.**

For the purposes indicated in this Information Notice, we will process the identification and contact data (name, surname, address, telephone number, e-mail and other contact details, an identification number) of the natural persons (such as legal representatives, directors, managers, employees, collaborators, contact persons) with whom we interact for the management of the contractual relationship, as well as any other personal data that may be necessary for the proper performance of the contractual relationship and to comply with the legal obligations provided for by the regulations for accounting and tax purposes.

#### **2.2. Source of personal data**

Your personal data processed by the Data Controller are those provided directly by you or collected from third parties (e.g. the company you work for, whether a supplier or customer of the Data Controller). This Information Notice also covers the processing of your personal data acquired from third parties.

### **3. Purposes of the processing and legal basis**

The processing to which your personal data will be subjected is aimed exclusively at the performance of activities connected with the stipulation and execution of contracts/orders for the provision of professional services and performances and/or the conferment of the relative appointments and mandates, the subsequent management of administrative, accounting and fiscal fulfilments as well as the fulfilment of obligations provided for by laws, regulations and EU legislation, as well as provisions issued by authorities empowered to do so by law and by supervisory and control bodies, as well as for any other need related to the

requirements of the contractual relationship even after its conclusion, for example for the defence of a right or for legal obligations.

For all processing of your personal data under this Information Notice, the legal basis of the processing is:

- in the event that the supplier or customer is a natural person:
  - ✓ by the need to perform the contract, in accordance with Article 6(1)(b) GDPR; and
  - ✓ by the need to fulfil legal obligations, in compliance with Article 6(1)(c) GDPR;
  
- where the supplier or customer is a legal person:
  - ✓ by the legitimate interest of the Data Controller to process the personal data of the employees, managers, contact persons or directors of the supplier or customer legal person for the purpose of fulfilling the supply contract signed with them, in compliance with Article 6(1)(f) GDPR. Accordingly, your personal data will only be processed to the extent strictly necessary for the management of the existing relationship between the Data Controller and the company for which you work, as a supplier or customer of the Data Controller; and
  - ✓ by the need to comply with legal obligations, in accordance with Article 6(1)(c) GDPR.

#### **4. Nature of provision and consequences of a refusal to provide personal data**

The provision of personal data is a necessary requirement for the establishment of the contract. Failure to provide data may therefore make it impossible for the Data Controller to conclude and perform the supply or service contract.

#### **5. How your personal data will be processed**

The processing of your personal data will take place, in compliance with the provisions of the GDPR, by means of paper, computer and telematic tools, with logic strictly related to the purposes indicated and, in any case, in such a way as to guarantee security and confidentiality in accordance with the provisions of Article 32 GDPR.

#### **6. Data retention period**

The Data Controller will use your personal data exclusively for the time necessary for the management and execution of the supply or service contract, as well as for the fulfilment of the legal obligations provided for by the regulations.

Subsequently, your personal data will be kept for a maximum period of 10 years from the termination (withdrawal, termination, etc.) and/or natural expiry of the contract, in compliance with the retention period provided for by the regulations.

#### **7. To whom your personal data may be communicated and who may become aware of them**

For the pursuit of the purposes described in point 3 above, your personal data will be made known to employees, assimilated personnel and collaborators of the Data Controller, who will act as persons authorised to process personal data.

In addition, your personal data will be processed by third parties belonging to the following categories

- a) subjects whose services the Data Controller uses for the execution of the contract in various capacities;
- b) companies that manage the Data Controller's IT system;

- c) subjects that take care of administrative and fiscal fulfilments for the Data Controller;
- d) companies and consultants providing legal advice;
- e) authorities and supervisory and control bodies, and in general public or private entities with public functions.

The subjects belonging to the above categories operate, in some cases, in total autonomy as separate Data Controllers, in other cases, as Data Processors specifically appointed by the Data Controller in compliance with Article 28 GDPR.

The complete and updated list of the entities to which your personal data may be disclosed can be requested at the registered office of the Data Controller or by contacting the DPO.

Your personal data will not be transferred to third parties outside the European Union and are not subject to dissemination.

### **8. What rights do you have as Data Subject**

In relation to the processing operations described in this Information Notice, as a Data Subject you may, under the conditions provided by the GDPR, exercise the rights set out in Articles 15 to 21 of the GDPR and, in particular, the following rights

- Right of access: right to obtain confirmation as to whether or not personal data relating to you are being processed and, if so, to obtain access to your personal data - including a copy thereof - and communication of, inter alia, the following information:

- a) purpose of the processing;
- b) categories of personal data processed;
- c) recipients to whom the data have been or will be communicated;
- d) data retention period or criteria used;
- e) the Data Subject's rights (rectification, erasure of personal data, restriction of processing and right to object to processing;
- f) right to lodge a complaint;
- g) the right to receive information on the origin of your personal data if they have not been collected from the Data Subject;
- h) the existence of an automated decision-making process, including profiling;

- right to rectification: right to obtain rectification of inaccurate personal data concerning you and/or integration of incomplete personal data;

- right to erasure (right to be forgotten): the right to obtain the deletion of personal data concerning you, when:

- a) the data are no longer necessary in relation to the purposes for which they were collected or otherwise processed;
- b) You have withdrawn your consent and there is no other legal basis for the processing;
- c) you have successfully objected to the processing of the data;
- d) the data have been unlawfully processed;
- e) the data must be deleted in order to comply with a legal obligation;

f) the personal data was collected in connection with the provision of information society services as referred to in Article 8(1) GDPR.

The right to erasure does not apply to the extent that the processing is necessary for compliance with a legal obligation or for the performance of a task carried out in the public interest or for the establishment, exercise or defence of legal claims;

- right of restriction of processing: right to obtain the restriction of processing, when:

(a) the Data Subject contests the accuracy of personal data;

(b) the processing is unlawful and the Data Subject objects to the erasure of the personal data and requests instead that their use be restricted; and

(c) although the Data Controller no longer needs the personal data for processing purposes, the personal data are necessary for the establishment, exercise or defence of legal claims by the Data Subject;

(d) the Data Subject has objected to the processing, as indicated below, pending verification as to whether the Data Controller's legitimate reasons prevail over those of the Data Subject;

- right to object: the right to object, at any time, to the processing of personal data relating to you based on the condition of legitimate interest, including profiling, unless there are legitimate reasons for the Data Controller to continue the processing which override the interests, rights and freedoms of the Data Subject or for the establishment, exercise or defence of legal claims;

- right to lodge a complaint with the (Italian) Data Protection Authority (<https://www.garanteprivacy.it>)

If the legal basis for processing your personal data is to be found in your consent in accordance with Article 6.1(a) of the GDPR, you will be provided with specific information. In this case, you have the right to revoke your consent at any time without affecting the lawfulness of the processing based on the consent given before revocation.

The aforementioned rights may be exercised against the Controller by contacting the references indicated in point 1 above.

The Data Controller or the DPO will take charge of your request and provide you with a reply without undue delay and, in any case, no later than one month after receiving it.

The exercise of your rights as a Data Subject is free of charge in accordance with Article 12 GDPR. However, in the case of requests that are manifestly unfounded or excessive, also due to their repetitiveness, the Data Controller may charge you a reasonable expense contribution, in light of the administrative costs incurred in handling your request, or deny satisfaction of your request.

Finally, we inform you that the Data Controller may request further information necessary to confirm the identity of the Data Subject.