



PRIVACY NOTICE FOR CUSTOMERS AND SUPPLIERS

MOD PR05.02
Rev. 0
Data: 30/10/2024

Dear Customer/Supplier,

pursuant to Articles 13 and 14 of Regulation (EU) No. 2016/679 – General Data Protection Regulation (“GDPR”), Officine S. Giacomo S.p.A. - Via Meucci, 14 – 31029 Vittorio Veneto (TV), as Data Controller, informs you that personal data, such as, for example:

- name or company name
- registered office and tax data
- telephone numbers and email
- name and surname of the legal representative or owner
- names of contact persons
- bank details

collected by the Data Controller (Data), will be processed in compliance with the provisions contained in the GDPR, national and EU legislation on the protection of personal data, the related provisions issued by the competent authorities as well as the principles of correctness, lawfulness, transparency, protection of confidentiality and related rights; this information is therefore provided:

1. DATA CONTROLLER: Officine S. Giacomo S.p.A., with registered office in Via Meucci, 14 – 31029 Vittorio Veneto (TV), in the person of the legal representative, who can be contacted at the following email address: info@sangiacomopresse.it

2. DATA PROCESSED, PURPOSE AND LEGAL BASIS OF THE PROCESSING:

The Data are collected and processed by the Data Controller for the following purposes:

- all activities related to the execution of a contract to which the interested party is a party and/or to the execution of pre-contractual measures (for example: establishment of the commercial relationship, sending offers, credit and customer management, participation in prize initiatives related to purchase volumes, etc.), falling within the legal basis provided for by art. 6, §1, letter b) GDPR;
- fulfillment by the Data Controller of the legal obligations imposed by the sector legislation (administrative, tax, accounting, etc.), national and European, applicable to the existing relationship and/or to activities connected and/or instrumental to the relationship between Supplier and Customer, falling within the legal basis provided for by art. 6, §1, letter c) GDPR;
- legitimate interest of the Data Controller connected to the ascertainment, exercise or defense of a right in all competent venues, including out-of-court, falling within the legal basis provided for by art. 6, §1, letter f) GDPR;

3. METHOD OF PROCESSING: the processing of the Data is carried out by means of the operations of collection, registration, organization, storage, consultation, processing, modification, comparison, use, interconnection, selection, extraction, blocking, communication, cancellation and destruction of the Data. The Data are recorded and stored by the Data Controller in computer and/or paper archives, as well as kept and controlled with methods suitable to guarantee their security and confidentiality, in compliance with the legislation on the protection of personal data referred to above.

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The processing is carried out by employees and collaborators of the Data Controller, expressly identified, trained and authorized to process (pursuant to art. 29 GDPR), as well as by persons external to the corporate organization of the Data Controller, appointed for this purpose as Data Processors (pursuant to art. 28 GDPR).

The Data are not subject to dissemination or to any fully automated decision-making process, including profiling.

The data subject to processing will be:

- processed lawfully and fairly;
- collected and recorded for specific, explicit and legitimate purposes, and used in other processing operations in terms compatible with such purposes;
- collected and, if necessary, updated;
- relevant, complete and not excessive with respect to the purposes for which they are collected or subsequently processed; stored in a form that allows the identification of the interested party for a period of time not exceeding that necessary for the purposes for which they were collected or subsequently processed;

4. NATURE OF THE PROVISION OF DATA: the provision of Data for the purposes indicated in the previous point 2 is optional; however, some Data are to be considered mandatory in order to establish and/or continue the relationship with the Supplier/Customer and therefore their failure to provide them jeopardises this possibility for the Owner.

5. RECIPIENTS OR POSSIBLE CATEGORIES OF RECIPIENTS OF THE DATA: the Data may be communicated, within the limits strictly relevant to the obligations, tasks and purposes indicated above and in compliance with the legislation in force on the matter, to the following categories of subjects:

- external natural and/or legal persons authorised to process the data indicated in the previous point 3 by a specific agreement with the Data Controller (art. 28 GDPR) or as independent data controllers (art. 4, par. 1, n. 7 GDPR), also by law, such as customers, suppliers, transporters, consultants, commercial information companies, professionals, accounting management service companies (accountants), safety and Certification consultants, RSPP, Supervisory Body, with whom Officine S. Giacomo S.p.A. has an existing contractual relationship;
- public bodies (INPS, INAIL, Labour Inspectorate, Health Authority, etc.) for purposes related to social security, welfare and insurance obligations;
- insurance companies and banks or credit institutions, funds or funds, including private social security and welfare funds, and any assignees of credit, debt collection companies;
- trade unions, employers' organizations, inter-company and supplementary funds, joint bodies;
- private security companies, limited to video recordings in the company;
- law enforcement agencies, judicial authorities, guarantor authorities and other national and EU public bodies to whom such communication must be made in order to fulfill or require the fulfillment of specific obligations provided for by laws, regulations and/or national and EU legislation.

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6. TRANSFER OF DATA TO A THIRD COUNTRY OR INTERNATIONAL ORGANIZATIONS: as part of the management of the relationship with the Data Controller, the transfer of Data to and from non-EU countries and/or international organizations may be arranged. In such cases, the Data Controller will adopt all appropriate security, protection and confidentiality measures aimed at protecting the Data, in compliance with current privacy legislation.

7. DATA STORAGE: for the purposes referred to in point 2, the Data will be processed and stored by the Data Controller for the time necessary to perform the services provided for in the contract and, subsequently, within the terms established by accounting, tax, civil and procedural legislation, where applicable.

8. RIGHTS OF THE INTERESTED PARTY AND METHODS OF EXERCISE

You may exercise the rights provided for in Articles 15 to 22 of the GDPR applicable, consisting of:

- right to obtain from the Data Controller confirmation as to whether or not personal data concerning you are being processed and, where that is the case, to obtain access to the personal data and information referred to in Article 15 of the GDPR
- right to rectify inaccurate personal data concerning you and to obtain the integration of incomplete personal data, including by providing an additional statement, pursuant to Article 16 of the GDPR;
- right to obtain from the Data Controller the erasure of personal data concerning you without undue delay, if one of the reasons referred to in Article 17 of the GDPR applies;
- right to obtain from the Data Controller the restriction of processing when one of the hypotheses provided for in Article 18 of the GDPR applies.

These rights may be exercised by sending an email to the email address of the Data Controller:

Officine S. Giacomo S.p.A.

Via Meucci, 14 – 31029 Vittorio Veneto (TV)

e-mail: info@sangiacomopresse.it

The Data Controller also reminds you that you can always exercise the right to complain to the Data Protection Authority.

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