

INFORMATION PURSUANT TO ARTICLE 13 – 14 EU REGULATION NO. 679/2016 FOR THE PROCESSING OF SUPPLIERS' PERSONAL DATA

METALTECNICA PRODUZIONI SRL (VAT no. 02499720403), with registered office in Via Gioachino Rossini, 26 - 47814 Bellaria Igea Marina (RN) hereinafter the "Data Controller", in the person of its legal representative pro tempore, as **DATA CONTROLLER**, pursuant to Articles 13 and 14 of EU Regulation no. 2016/679 (hereinafter "GDPR") informs you that the data you have provided will be processed in the following ways and for the following purposes:

1. Data subject to processing

The Data Controller, for the establishment and management of ongoing relations with you, processes:

- your non-particular personal, identification, contact and tax data (e.g. name, surname, company name, address, telephone, e-mail, bank and payment references, etc.);

2. Purpose of processing and legal basis

Your personal data is processed:

a. Without your express consent (Article 6 GDPR) for the following purposes:

- To fulfil pre-contractual, contractual, and tax obligations deriving from existing relationships with you;
- To fulfil obligations required by law, regulations, EU legislation or an order from the Supervisory Authority (e.g. issuing invoices);
- Exercise the rights of the Data Controller (e.g. right to defence in court, etc.).

3. Nature of the provision of Data and consequences of refusing to provide them

The provision of data for the purposes referred to in point **2.a)** is mandatory and does not require consent. Without such data, we cannot conclude supply agreements with you.

4. Data processing methods

The processing of your personal data is carried out by means of the operations indicated in Article 4, no. 2), GDPR, and more precisely: collection, recording, organisation, structuring, updating, retention, adaptation or modification, extraction, consultation, use, communication by transmission, comparison, interconnection, limitation, deletion or destruction of the data. Your personal data are processed both on paper and electronically. Processing is carried out by staff and collaborators of the respective functions and in accordance with the instructions received, always and only for the specific purposes, scrupulously respecting the principles of confidentiality and security required by applicable rules.

5. Access to data

Your data may be made accessible for the purposes set out in point 2:

- To employees and collaborators of the Data Controller, in their role as data processors and/or system administrators;
- To third-party companies or other subjects (merely by way of example, professional firms, consultants, etc.) who carry out outsourcing activities on behalf of the Data Controller, in their capacity as external data processors.

6. Data communication

The Data Controller may communicate your data to the Public Administration, Supervisory Bodies and/or Judicial Authorities as well as to all other parties for whom the communication is mandatory or required by law. Your data shall not be disclosed.

7. Data Transfer

Please note that we generally try to avoid data transfers outside the European Union. In any case, it is understood that the Data Controller, if necessary, will have the right to transfer data to the European Union and/or in non-EU countries. In this case, the Data Controller guarantees that the transfer of the non-EU data shall take place in accordance with the applicable legal provisions by stipulating, if necessary, agreements which guarantee an adequate level of protection and/or by adopting the standard contractual clauses provided by the European Commission and/or binding company rules.

8. Data retention

All personal data provided will be processed in compliance with the principles of lawfulness, correctness, relevance and proportionality, only with the methods, including computer and telematic, which are strictly necessary to pursue the purposes described above.

Personal data will be stored for 10 (ten) years from the date of the last registration (in accordance with Article 2220 of the Italian Civil Code). It should be noted that the information systems used to manage the information collected are configured from the outset to minimise the use of personal data.

9. Rights of the data subject

Pursuant to Articles 15 to 22 of EU Reg.679/2016, the data subject is given the opportunity to exercise specific rights. In particular, the Data Subject has the right to: **a)** obtain confirmation of the existence of personal data processing concerning him/her and, if so, access to such data; **b)** obtain the rectification of inexact personal data and the integration of incomplete personal data; **c)** obtain the deletion of personal data concerning him/her, in the cases where this is permitted by the Regulation; **d)** limitation of processing, in the cases provided for by the Regulation; **e)** obtain communication of any requests from the Data Subject for rectification or erasure of personal data or restriction of processing to be sent to each recipient to whom the personal data have been disclosed, unless this proves impossible or involves disproportionate effort; **f)** receive the personal data concerning him/her, which he/she has provided to a Data Controller, in a structured, commonly used and machine-readable format and the right to transmit those data to another Data Controller, at any time, even where the relationship established with the Data Controller has ceased; **g)** object at any time to the processing of personal data relating to him/her on grounds relating to his/her particular situation within the meaning of Article 6 paragraph 1, letters e) or f), including profiling on the basis of these provisions. Where personal data are processed for direct marketing purposes, the Data Subject shall have the right to object at any time to the processing of personal data concerning them for such marketing, which includes profiling to the extent that it is related to such direct marketing; **h)** not be subjected to a decision based solely on automated processing, including profiling, which produces legal effects that concern them or that significantly affects their person; **i)** lodge a complaint with a supervisory authority pursuant to Article 77.

10. Methods of exercising rights

You may exercise your rights at any time by contacting the Data Controller at the following e-mail address: info@metaltecnica.com

11.External data processors and officers

The updated list of external data processors and officers is kept at the registered office of the Data Controller.

This information, available at the head office, was updated on 23/03/2021.