

## **Privacy Policy for suppliers pursuant to ex art. 13 of the EU Regulation 2016/679 (GDPR – General Data Protection Regulation)**

The European Regulation EU/2016/679 (hereinafter “Regulation”) lays down rules on the protection and processing of personal data, as well as rules on the free movement of such data. In compliance with the principle of transparency provided by art. 5 of the Regulation, ITALCARRELLI S.p.A., as Data Controller, provides the interested party with the information requested by art. 13 of the Regulation.

### **1. Data Controller**

The Data Controller is the company ITALCARRELLI S.p.a., in the person of the legal representative pro tempore, with registered office in Chiampo (VI), via Monte Rosa 9, [www.italcarrelli.eu](http://www.italcarrelli.eu).

### **2. Object of the processing and nature of the data**

ITALCARRELLI S.p.A. processes personal data, identifiers (for example, personal data, company name, address, telephone, e-mail, bank and payment references) – then, “personal data” or even “data” – communicated in connection with the conclusion of contracts for the purchase of products and/or the provision of services by the supplier.

### **3. Purpose of processing and provision of data**

The processing of personal data, with the exception of c.d. “particular” data, will be based on the principles of correctness, lawfulness and transparency, protecting confidentiality and in accordance with the privacy policy of the Data Controller. ITALCARRELLI S.p.A. also undertakes to process the data in compliance with the principle of “minimization”, or by acquiring and processing the data limited to what is necessary with respect to the following service purposes:

- a) Meet pre-contractual requirement (e.g. instruction of your offers or our orders, solvency checks);
- b) To fulfil contractual obligations (purchase of goods and/or provision of services, including the management of delivery obligations and logistics and transport functional to it) and legal (e.g. accounting, tax formalities, administrative and accounting management, etc.);
- c) Supplier management for aspects other than sub a-b (internal organisation of the activities related to the purchase of products and/or the provision of services by the supplier, e.g. management of entrustments and risk control (fraud, insolvency, etc.); litigation and assignment of credits; management of financial and insurance services instrumental to the management of suppliers; management of electronic payment instruments; production management; management of telephone numbers; statistical processing for tax purposes;
- d) Fulfil the obligations required by law, by a regulation, by Community legislation or by an order of the Authority;
- e) Exercise the rights of the owner, for example the right to defence in court.

In relation to the related purposes, the processing may be carried out without your consent. The provision of personal data is mandatory for the aforementioned purposes and the refusal to provide data will determine the total impossibility to conclude the contract.

### **4. Processing methods of data and any recipients**

The processing of personal data will be carried out with paper methods and IT tools in compliance with the provisions on the protection of personal data and, in particular, the appropriate technical and organizational measures referred to in art. 32 of the Regulation, and with the observance of any precautionary measure that ensures its integrity, confidentiality and availability. Specific security measures, as provided for by art. 32 GDPR, are observed to prevent the loss of data, illicit or incorrect use and unauthorized access.

Only employees and/or collaborator of the Data Controller manage personal data, which operate as a “Processor”, complying with the specific instructions given, specifically authorized and instructed by the Data Controller pursuant to art. 29 of the Regulation.

The processing of personal data takes place at the headquarters of the Data Controller and is handled only by the staff of the Office in charge of processing.

#### **Data recipients:**

Personal data may be communicated, in close relation to the purposes indicated above, to the following subjects or categories of subjects:

- a) Banks and credit institutions for the management of receipts and payments;
- b) Consultants and freelancers also in an associated form;
- c) Companies and law firms for the protection of contractual rights;
- d) Computer service companies;
- e) E-mail and software service providers;
- f) Public bodies in relation to which notification is required;
- g) Insurance company;
- h) Any agents, representatives;
- i) Principal and/or contractor under the contract/subcontracting;
- j) Transport and other service providers;
- k) Clients;
- l) Customs brokerage agencies.

In relation to these categories of recipients, the Data Controller undertakes to rely exclusively on subjects who provide adequate guarantees regarding data protection, and will appoint them as Data Processors pursuant to art. 28 of the Regulation. The list of Data Processors is available from the Company and you may consult the Data Controller upon request. Personal data will not be further disclosed, unless required by a law or regulation or by Community legislation.

#### **5. Transfer of personal data abroad**

In any case, it is understood that the Data Controller, if necessary to execute the contract, already ensures that the transfer of data outside the European Union will take place in accordance with the applicable legal provisions stipulating, if necessary, agreements that guarantee an adequate level of protection and/or adopting the standard contractual clauses provided by the European Commission.

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

The retention period of data is linked to the purpose of the processing being carried out for the time strictly necessary to achieve the purposes for which it was collected, or will be kept for the duration of the contractual or commercial

relationship with the interested party or with his organization for a period not exceeding ten years in compliance with legal obligation for the retention of tax documents or with legal value.

## 7. Rights granted to the data subject

At any time, the data subject may exercise, in respect of the Data Controller, his rights as provided for by art. 15-22 of the GDPR. In particular, at any time, the data subject will have the right to ask:

- Access to his personal data;
- Their correction in case of inaccuracy of the same;
- Deletion;
- The limitation of their processing.

Moreover, he/she will have:

- The right to object to his processing if processed for pursuit of a legitimate interest of the Data Controller, if it considers its fundamental rights and freedoms violated;
- The right to withdraw consent at any time in relation to the purposes for which it is necessary;
- The right to data portability, namely the right to request and receive in a structured, commonly used and machine-readable format, personal data relating to the data subject.

The interested party may finally propose, as a natural person concerned, a complaint to the Guarantor for the protection of personal data, following the procedures and indications published on the official website of the Authority on [www.garanteprivacy.it](http://www.garanteprivacy.it).

The above rights may be exercised by sending a written request to the Data Controller to be sent to the address indicated in art. 1 or by sending an email to the dedicated email address [privacy@italcarrelli.eu](mailto:privacy@italcarrelli.eu).

The exercise of rights is not subject to any form of constraint and is free of charge.