

Messrs
Company
Headquarters

SUBJECT: Information note pursuant to articles 13 and 14 of GDPR EU 2016/679 and article 13 of Italian Legislative Decree 196/03 regarding the protection of personal data processing.

In your capacity as "Data Controller" and "Data Subject", that is the subject to which the data under process are referred to and/or are handled, we would like to inform you about the key elements of the processing performed.

Purpose of processing.

The collection and processing of data are carried out in order to:

1. ensure that all operations imposed by regulatory obligations are carried out;
2. carry out the operations that are strictly linked and instrumental to establish such relationship, including the acquisition of preliminary information to stipulate the Contract;
3. manage the relationship with the Supplier for administration and accounting tasks, as well as orders, shipments, invoicing, services, handling of any dispute
4. potentially assess suppliers according to specification ISO 9001:2015, Legislative Decree no. 196/03 and GDPR EU 2016/679;

Said data will be processed according to the principles of fairness, lawfulness, transparency and the protection of your privacy and rights.

The intended contract purpose, as well as that of product and service procurement, trade and non-trade dispute and marketing, concerns the processing of the personal data of the Supplier only. The supplier's personal data will be processed for the entire duration of the contract and for the subsequent fulfilment of all legal obligations, as well as for future commercial purposes.

Methods of data processing.

Data processing for the aforementioned purposes is carried out with both automated (electronic or magnetic supports) and non-automated means (on paper), in respect of the rules of confidentiality and security provided for by law, consequent regulations and internal provisions

Place of data processing.

The data are currently processed and filed at the legal office of the undersigning EU company, at Via Cal Trevisana 26/b, 31044 Montebelluna (TV). Furthermore, data are processed on behalf of the writer by professionals and/or companies in charge of technical, development, management and administration-accounting activities.

Obligatory or voluntary nature of providing the requested data.

Some data are fundamental in order to establish the contract relationship or for its execution, while other may be defined

as ancillary to that purpose. The provision of data to the writer is mandatory only for the data for which a regulatory or contract obligation is involved.

Consequences of possible refusal to provide data.

In the cases where providing data is mandatory due to a contract or regulatory obligation, refusal to provide said data could lead the Supplier to not perform or continue the Contract as this would entail illicit processing. In the cases where there is no regulatory obligation to do so, the refusal would not lead to any of the aforementioned consequences but would anyway impede the execution of accessory operations.

Communication of data.

Without prejudice to the communications and disclosures in order to fulfil legal obligations, your data as legal entity may be disclosed in Italy and/or abroad to:

- Professionals and consultants, consulting firms, factoring companies, credit institutions, debt collection companies, credit insurance companies, commercial information firms and transport companies;
- Public and private entities, even after inspections or checks, such as: Financial administration, Tax Police Service, Judicial Authorities, Italian Exchange Office, Labour Inspectorate, National Health Authority, Social Security Institutions, ENASARCO, Chamber of Commerce etc.;
- Other companies belonging to the group also with offices abroad (see specific point here below);
- Subjects that may access your data due to law provisions;

Sensitive data, even though processed anonymously, shall not be disclosed and/or transferred, without prejudice to instances exclusively for the achievement of the purposes indicate in this information note and prior to your specific written authorization.

Transfer of data to a foreign country.

Supplier data may be communicated to other companies of the Group GALDI Srl, with offices in non-European countries, only for executing the obligations deriving from the service contract of which the Supplier is a party concerned or to fulfil, before the end of the Contract, the Supplier's specific requests, that is for concluding or executing a contract stipulated to his benefit (art. 43, point b) Legislative Decree 196/03).

Duration of data retention:

The data provided will be filed in our archives according to the following parameters:

- For administrative and accounting activities, as well as orders, quoting and production flow management, assistance and maintenance, shipping, invoicing, services, management of any disputes: 10 years as established by law with article 2220 (Italian) Civil Code, without prejudice to any payment delay which would justify the extension;
- For marketing purposes: 24 months.

Data subject's rights.

With regard to personal data, the Supplier may exercise the rights established by articles 15 to 22 of GDPR 2016/679 and article 7 of Legislative Decree 196/03 (attached) within the limits and under the conditions set out in articles 8, 9 and 10 of the aforesaid legislative decree. In the event of subscription of any kind of declaration of consent to the processing requested by GALDI SRL is provided, please note that the Data Subject may withdraw consent at any time, without prejudice to the obligations set out by current laws upon the request for cancellation, by contacting the Data Controller at the contact information here below.

Data controller and supervisor.

The data controller you can address to in order to exercise your rights pursuant to articles 15 to 22 of GDPR 2016/679 and aforementioned article 7, is GALDI SRL, with registered office at Via E. Fermi 43/b 31038 Paese (TV). You may also be entitled to exercise said rights by sending communications to the following email address: info@galdi.it.

Montebelluna, 14 March 2020

GALDI SRL