

Dear Supplier

Subject: **Information on the processing of personal data pursuant to** Article 13 of the GDPR

Ownership of the treatment

SACET Srl with registered office in via del Candel 55/D - 32100 Belluno BL, C.F./P.IVA IT00654590256, Holder of the processing of personal data, as defined under Art. 4 of Regulation (EU) 2016/679 hereby informs the interested party that the legislation on the protection of personal data (European Regulation 2016/679, hereinafter GDPR, Legislative Decree 196/2003 and subsequent amendments and additions) provides for the protection of individuals with regard to the processing of personal data. We therefore hereby inform you that the personal data you provide will be processed in compliance with the principles of correctness, lawfulness, transparency, data minimisation, with particular reference to confidentiality, personal identity and the right to data protection.

Object of processing

All personal data are collected directly from the data subject. The Data Controller may process personal identification data such as: personal and contact details of the organisation (e.g.: name, surname, company name, address, telephone number, e-mail, VAT number, tax code), bank details.

Purpose and legal basis of processing

The personal data collected will be processed for purposes related to the fulfilment of legal and contractual obligations, in particular:

- conclude, handle and execute pre-contractual contact requests;
- conclude, manage and perform contractual obligations;
- enter the data into their databases in order to enable the monitoring of the performance of the contract;
- drawing up compulsory accounting records, tax and administrative documents concerning the supply of goods/services provided;
- fulfil tax and fiscal obligations;
- fulfil obligations under the law, regulations and EU legislation.

The processing of personal data will be based on the following legal bases:

- Art. 6 c.1 letter b) of the GDPR as the processing is necessary for the performance of the contract with you (for purposes 1, 2 and 3);
- Art. 6 c.1 letter c) of the GDPR as the processing is necessary to fulfil legal obligations (for purposes 4, 5 and 6).

Treatment modes

Processing may take place by means of paper and/or by the use of IT tools in compliance with the provisions on the protection of personal data, in particular the appropriate technical and organisational measures (as provided for in Article 32 of the GDPR).



Obligation to confer

The provision of data for the above-mentioned purposes is obligatory. If you do not provide them, provide them partially or incorrectly, the proper fulfilment of contractual, administrative and fiscal obligations cannot be guaranteed.

Data access, communication and transfer

The personal data collected will not be disseminated or transferred to a country outside the European Union, but may be made accessible to other employees/collaborators of the Data Controller (in their capacity as authorised processors), to System Administrators and to third parties (by way of example but not limited to, credit institutions, professional firms, consultants, insurance companies, etc.) that perform outsourcing activities on behalf of the Data Controller in their capacity as external processors, Entities or other Institutions to which communication is made mandatory by law or regulation.

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Data retention period

The Data Controller will process the data collected for the time strictly necessary for the fulfilment of the stated purposes and will store them for the time stipulated by current tax legislation or according to specific criteria established by the Data Controller.

Rights of the data subject

In your capacity as data subject, you may exercise the rights provided for in Articles 15-22 of the GDPR; in particular, you may request from the Data Controller, at any time, **access to the** personal data concerning you, **rectification of the** same if you believe they are inaccurate, **integration** and/or **deletion of** the same. You also have the right to request the **restriction of** the processing of personal data concerning you, as well as the right to data **portability** and the right to **object to** their processing.

You have the right to lodge a **complaint** with the Garante per la Protezione dei dati personali with head office in Piazza Venezia n. 11, 00187 - ROMA (www.garanteprivacy.it), or to any other competent jurisdictional authority.

Methods of exercising rights

You may exercise your rights or request further information at any time by writing to

SACET Srl

Via del Candel 55/D - 32100 Belluno BL

or by sending an e-mail to info@sacet-probes.com

Belluno, 15 November 2018

The Data Controller

Sacet Srl