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Dear Supplier,

Dear Customer,

Regulation EU 2016/679 protects the confidentiality of personal data to protect the freedom and rights of data subjects and therefore imposes a series of obligations to those who "process" personal information concerning other subjects.

Among the most important obligations that Regulation EU 2016/679 imposes to be complied with, is to inform the data subject and acquire, in the prescribed cases, their consent to the processing, above all for the processing activities during which the data must be communicated to other subjects.

In light of the foregoing, therefore, we would like to inform you, under Article 13 of the GDPR in question, that the undersigned company collects and processes data concerning your company without your express consent (art. 24 letter a), b) and c) of the Privacy Code and art. 6 letter b), e) of the GDPR) for purposes related to the ordinary business relationships specified in point 2.

1. Nature and provision of data

The provision of personal data to **GIUSSANI S.r.l.** is an essential requirement for the execution of the contract/mandate. Should you, therefore, refuse to provide the necessary data, the contract/mandate cannot be processed or will be immediately terminated owing to your actions and fault.

Your Personal Data are processed **without the need for your consent** in accordance with the provisions of Article 6, paragraph 1, letter f) of the GDPR. In fact, the processing is carried out for the pursuit of legitimate interests of the Data Controller such as the maintenance of relationships with their customer/supplier companies.

2. Purpose of the processing

We inform you that your personal data will be used for the following processing purposes:

- Invoicing of accounts receivable (Estimates, Contracts, Orders, Delivery Notes, Mandates, Billing Statements, Invoices),
- Invoicing of accounts payable (Estimates, Contracts, Orders, Delivery Notes, Mandates, Billing Statements, Invoices),
- General accounting management and VAT,
- Management of depreciable assets,
- Management of financial statements and schedules (operating and consolidated),
- Inventory Book management,
- Electronic transmission Communication of invoice data,
- Electronic transmission Annual communication of VAT data,
- Processing for the execution of a contract to which the data subject is a party or for the execution of pre-contractual measures,
- The data subject gave explicit consent to the processing of personal data for specific purposes.

3 Data storage

The personal data that you provide us will be stored for the purpose of carrying out the agreed service and will be stored for the time necessary to complete the service. The data may be stored by:

- storage within the hardware systems of the data controller or its data processors;
- paper-based filing in the records of the data controller or its data processors.

The Data Controller **GIUSSANI S.r.l.** will process your personal data only insofar as they are indispensable in relation to the aims of the aforementioned purposes, in compliance with the provisions of current legislation on personal data protection and in accordance with the provisions of the Data Protection Authority's general authorisations for the protection of personal data.

4. Method of the processing

The personal data of the data subject, in particular:

- Name, Tax Code, VAT number, contact details, e-mail address, credentials, other identifying elements -
Data category: Identifiers - Personal data: generic
- Economic and financial data



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GIUSSANI s.r.l.

24045 FARA GERA D'ADDA (Bg) Italy
411 Via dei Crederi
Tel. 0363.399019 – Fax 0363.398725
Internet address: www.giussanionline.it
e-mail: info@giussanionline.it

C.C.I.A.A. (Chamber of Commerce, Industry, Craft Trades and Agriculture) BG 211683
National Register of EEE producers IT08020000001762
Tax code / Vat. No. 01496840164
Reg. Court of Bergamo 23221 Vol.22270
Share Capital € 10,400 f.p.

- Data category: Economic - Personal data: generic
- Bank account details
Data category: Identifiers - Personal data: generic
- Judicial data
Data category: Judicial - Personal data: generic
- Data relating to the family situation
Data category: Related to life or sexual orientation - Personal data: special
- Data related to work
Data category: Identifiers - Personal data: generic
- Health data
Data category: Related to health - Personal data: special
- Images
Data category: Identifiers - Personal data: generic
- Data relating to membership of trade union associations or organisations
Data category: Trade union membership - Personal data: special
- Data related to education
Data category: Identifiers - Personal data: generic

will be processed with a high level of security. All the protection measures indicated by the legislation on personal data protection and by the applicable legislation as well as those determined by the Data Controller are implemented. In particular, your data will be processed using electronic (computers, databases, etc.) and paper-based tools.

5. Data disclosure and transfer

The data collected by the Data Controller may be disclosed, in addition to the subjects indicated above, also to the categories of subjects for whom disclosure is strictly necessary, functional and compatible with the legal basis governing the processing of your data:

- Credit institutions
- Inland Revenue Agency
- INPS
- INAIL
- ISTAT
- Chambers of Commerce, Industry, Craft Trades and Agriculture
- Trade unions and employers' associations
- Insurance companies
- Equitalia
- Municipality
- Region
- Exchange System (SDI)
- Companies Register
- Employment centre
- Professionals outside our organisation, where disclosure is essential for the fulfilment of the mandate entrusted by you (e.g. notaries, accountants, audit firms, employment consultants).

As part of the processing carried out by the subjects described above, your data will not be transferred to third countries.



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If strictly necessary for the aforementioned purposes, processing may also have as object the images of the Data Subject (photographs, video recordings, audio-video recordings, etc.). The processing of such images will take place in compliance with the provisions of the law, ensuring in all cases where possible the anonymity of the Data Subject by obscuring their features.

For the processing of images, specific consent is required from the Data Subject, also pursuant to the provisions of the law on copyright, considering that, even in special cases, also images relating to people whose faces have been obscured can identify them.

6. Automated decision-making process and profiling

The processing of your data does not occur:

- with the help of automated decision-making processes
- with the use of profiling techniques

7. Rights of the data subject

In your capacity as the Data Subjects, the subjects have the rights referred to in section 2, 3 and 4 of Chapter III of Regulation (EU) 2016/679 (e.g. request from the Data Controller: access to the personal data and the rectification or erasure thereof; the limitation of processing that concerns you; the right to object to their processing). The Data Subject has in particular the right to:

- obtain from the data controller confirmation that processing of personal data concerning him or her is in progress and, in this case, to obtain access to the personal data and to the information provided by art. 15 of Regulation EU no. 679 of 2016;
- obtain from the data controller the rectification of inaccurate personal data concerning him/her;
- obtain the erasure of personal data concerning him/her where these are no longer necessary with respect to the purposes for which they were collected or otherwise processed, or where the additional conditions as per art. 17 EU regulation no. 679/2016 apply and provided that the conditions set forth in art. 17, paragraph 3, of Regulation EU no. 679/2016 do not apply;
- obtain from the data controller the limitation of processing when: a) the data subject disputes the accuracy of the personal data, for the period necessary for the data controller to verify the accuracy of said personal data; b) the processing is unlawful but the data subject objects to the erasure and
- asks instead for the application of limitation measures or asks that the processing thereof
- take place for the establishment or defence of a right in court;
- receive in a structured, commonly used and machine-readable format the personal data that concerns him/her; in the case of exercising this right, the data subject will have the right to request that the data controller transmit the aforementioned data directly to another data controller;
- object to the processing of personal data concerning him/her in the event that the conditions of art. 21 EU regulation no. 679/2016, paragraph 2 apply.
- lodge a complaint with a supervisory authority. Regarding the exercise of these rights, the Data Subject may address:

8. Method of exercising the rights

To exercise the rights referred to in paragraph 7, you may at any time exercise the rights by sending:

- a registered letter to **GIUSSANI S.r.l.** - 411 Via Dei Crederi - 24045 Fara Gera D'Adda (BG)
- an e-mail to the address: info@giussanionline.it

9. The Data Controller is:

GIUSSANI srl
411 Via dei Crederi,
24045 Fara Gera d'Adda BG

Fara, 28/05/2018.



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Definitions that aid in the understanding of the activity carried out by our undertaking and the relationships between it and the data that you have provided us.

It is therefore appropriate that you know that, pursuant to art. 4 of Regulation EU no. 679 of 2016, the following shall mean:

- personal data: means any information relating to an identified or identifiable natural person (“data subject”); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person;
- particular categories of data (or sensitive data): personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or union membership, and processing genetic data, biometric data intended to uniquely identify a natural person, data relating to the health or sexual life or sexual orientation of the person;
- processing: means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction;
- data controller: the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data; where the purposes and means of such processing are determined by Union or Member State law, the controller or the specific criteria for its nomination may be provided for by Union or Member State law;
- data processor: the natural or legal person, public authority, service or other body that processes personal data on behalf of the data controller;
- profiling: any form of automated processing of personal data consisting of the use of personal data to evaluate certain personal aspects relating to a natural person, in particular to analyse or predict aspects concerning that natural person’s performance at work, economic situation, health, personal preferences, interests, reliability, behaviour, location or movements;
- pseudonymisation: the processing of personal data in such a manner that the personal data can no longer be attributed to a specific data subject without the use of additional information, provided that such additional information is kept separately and is subject to technical and organisational measures to ensure that the personal data are not attributed to an identified or identifiable natural person.



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