

## INFORMATION NOTICE FOR SUPPLIERS, CUSTOMERS AND BUSINESS PARTNERS CONCERNING THE PROTECTION OF PERSONAL DATA IN ACCORDANCE WITH ART. 13 ITALIAN LEGISLATIVE DECREE NO. 196 OF 30/06/2003

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In compliance with Art. 13 of Italian Legislative Decree no. 196 of 30th June, 2003, and in reference to the data transmitted to establish and implement the business relationship, the company **Serr.All Industria Serramenti S.r.l.** with registered office in Via A.M. Mozzoni,10 -06073 Corciano (PG) Italy, Tax Code and VAT no. 03458240540, in the person of the *pro tempore* legal representative, in their capacity as **Data Controller**, informs its suppliers and business partners in general, regarding:

- a) the purposes and methods for processing the data;
- b) the mandatory or optional nature of providing the data;
- c) the consequences of any refusal to respond;
- d) the persons or categories of persons to whom personal data may be communicated or who may become aware of them as managers or appointed persons, and the scope of dissemination of said data;
- e) the rights referred to in Article 7 of Italian Legislative Decree no. 196 of 30th June, 2003;
- f) the identity of the Data Controller and the Data Processor.

### 1. SECTION ONE: PROCEDURE FOR ISSUING THE INFORMATION NOTICE.

In view of the impossibility for the Data Controller to proceed with the direct issue of the information notice under Art. 13 of Italian Legislative Decree no. 196 of 30th June, 2003 to every person collaborating or working for the supplier and/or business partners, the Data Controller intends to fulfil the obligations referred to in Art. 13 by issuing the information notice to the supplier and/or business partner, who can make it available internally to its collaborators or employees who may come into contact with the Data Controller.

### 2. SECTION TWO: PURPOSES OF THE PROCESSING.

The personal data to be processed, held by the Data Controller or that will be requested subsequently or disclosed to third parties, are necessary and will be used for the purposes of carrying out the pre-contractual and/or contractual relationship. In particular, the Data Subject's personal data will be used for:

- order management and goods procurement;
- supply of professional services;
- storage, invoicing, and processing of the data;

### 3. SECTION THREE: PROCESSING METHODS.

The data will be processed using manual and electronic methods, automated and computerized, by specifically authorized individuals, with full assurance of the minimum security measures provided by the law.

### 4. SECTION FOUR: DISCLOSURE AND DISSEMINATION.

The data will be stored at the administrative offices of the Data Controller, located at its registered office; the data will not be disclosed, sold or exchanged with anyone other than the Data Controller, the Data Processor, and the appointed persons without the express consent of the Data Subject, except for the communications to authorized persons where necessary to perform the activities functional to the Data Controller, provided they are in line with the purposes referred to in this information notice, with a guarantee of use by third parties in full compliance with the principles of lawfulness, correctness, and the provisions of the law.

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#### Serr. All. Industria Serramenti s.r.l.

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### **5. SECTION FIVE: STORAGE TIMES.**

The data will be kept for the time necessary for the completion of the purposes of the relationship between the parties and no longer than ten (10) years from the end of the established relationship.

### **6. SECTION SIX: RIGHTS OF THE DATA SUBJECT.**

The Data Subject may exercise their rights as set out in Articles 7, 8, 9 and 10 of Italian Legislative Decree no. 196 of 30th June, 2003 by contacting the Data Controller.

In particular, under Article 7 of Italian Legislative Decree no. 196/2003, the Data Subject can exercise the following rights:

1. obtain confirmation of the existence of personal data concerning them, even if not yet recorded, and their disclosure in an intelligible form;
2. obtain information on the origin of the personal data, the processing purposes and methods, the logic applied in case of processing with electronic tools, the identity of the Data Controller, the Data Processors, and the designated representative under Art. 5, par. 2 of the same Decree no. 196/2003, of the persons or categories of persons to whom the personal data can be communicated or who may become aware of them as designated representative of the State, Data Processors or appointed persons;
3. obtain the updating, rectification or, when interested, the supplementation of the data;
4. obtain the deletion, transformation into anonymous form, or blocking of data processed unlawfully, including data whose retention is unnecessary for the purposes for which the data were collected or subsequently processed;
5. obtain certification that the updating, rectification, supplementation, deletion, transformation into anonymous form, or blockage have been brought to the attention, also as regards their content, of those to whom the data were communicated or disclosed, except where such compliance is impossible or involves clearly disproportionate means compared to the protected right;
6. object, in whole or in part, to the processing of their personal data for legitimate reasons, even if pertinent to the purposes of the collection;
7. object, in whole or in part, to the processing of their data for the purpose of sending advertising or direct sales materials, or for carrying out market research or commercial communication.

### **7. SECTION SEVEN: DATA CONTROLLER AND DATA PROCESSORS.**

The Data Controller is the **Serr.All Industria Serramenti S.r.l.** with registered office in Via A.M. Mozzoni,10 - 06073 Corciano (PG) Italy, Tax Code and VAT no. 03458240540

For any communication under Articles 7 et seq. of Italian Legislative Decree no.196/2003 as amended, the Data Controller provides the email address [info@serrall.com](mailto:info@serrall.com). There is a complete and updated list of the Data Processors at the offices of the Data Controller.

### **8. SECTION EIGHT: NATURE OF THE ASSIGNMENT AND CONSENT.**

The assignment of data is optional but necessary, since the refusal to issue it makes it impossible for the Data Controller to fully perform all the activities necessary or functional to the relationship established and/or being established and to fulfil the obligations connected with the data. Under Art. 24 of Italian Legislative Decree no.196/2003, consent to processing these data is not necessary as they are collected to fulfil a legal obligation or to perform obligations arising from the contract

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### **Serr. All. Industria Serramenti s.r.l.**