

## **Information for customers and suppliers, including potential ones and other contacts, for work communication purposes**

### **Art. 13-14 Reg. UE 2016/679**

#### **SOURCES AND CATEGORIES OF PERSONAL DATA**

Providing information regarding our Privacy Policy is a general obligation to be fulfilled before, or at the latest, upon the direct collection of personal data. As far as personal data not collected directly from the interested party is concerned, the information must be provided within a reasonable time, or at the time of communication (not of recording) of data (to the interested party or to third parties). In accordance with the General Data Protection Regulation (GDPR – Reg. (UE) 2016/769), this organization, the data controller, provides the following information:

The personal data that we obtain are collected directly from the interested parties and are directly and freely provided by them and by third parties (e.g. from the internet, public records, etc.)

Such information concerns personal information, contact information, telephone numbers, and mailing and e-mailing addresses. Interested parties are to be considered as identified and identifiable third-parties with our organization or with a potential contractual counterpart, such as, for example, customers, suppliers, partners, public administrations, associations, etc. with which there are interests and/or working relationships with our organization.

#### **PURPOSE AND LEGAL BASIS FOR DATA PROCESSING**

Personal data are processed with the purpose of communication between the controller, including its personnel, and the interested party, regarding our regular business activities according to the following purposes (for each of which the legal basis corresponding to the articles in the GDPR is indicated in parenthesis):

- a) Purposes strictly connected to the completion and implementation of the services requested (GDPR art.6 (b) and 9 (a)), in particular for the management of customers and suppliers, even potential ones, carried out through company data base insertion for the purposes of complying with obligations of pre-contractual and contractual, internal work organizational, and statistical natures, and of others related to the economic activity of the organization, such as obligations related to civil and fiscal regulations, accounting, remuneration, social security, insurance, etc., including the sending of notices and announcements related to the activity in accordance with the contract for the provision of the services requested;
- b) Purposes connected to legally binding obligations, as well as provisions issued by authorities legitimized by law (GDPR art. 6(c) e 9(b,g,h)).

#### **CONSEQUENCES OF REFUSAL TO CONFER DATA**

The provision of data collected from the interested party is optional, yet essential for their processing for the aforementioned purposes expressed in letters a) and b). In the event that the parties do not provide indispensable data, it will not be possible to exchange communication between our personnel and the interested party. For all non-essential data, conferment is optional.

In the absence of consent, or incomplete or incorrect conferment of certain data, including those of sensitive nature, the fulfillment of obligations may be so incomplete as to cause prejudice either in terms of penalties

or loss of benefits, due to either the impossibility of ensuring the adequacy of the processing itself in accordance with the obligations for which it is performed, or to the possible mismatch of the results of the processing itself with the obligations imposed by the law that requires them, exonerating our organization from any and all liability for any possible sanctions or punitive measures.

## **METHODS OF DATA PROCESSING**

Data processing refers to the collection, recording, organization, storage, processing, modification, cancellation and destruction of data, or the combination of two or more of these operations. In relation to the aforementioned purposes, personal data is processed using printed, computerized and telematic tools, including automated ones, to store and manage data, with logic strictly related to the purposes themselves and, in any case, to ensure security and confidentiality. Personal data will therefore be processed in compliance with the methods indicated in art. 5 EU Reg. 2016/679, which provides, inter alia, that the data are processed lawfully and fairly, collected and recorded for explicit and legitimate, exact, and if necessary updated, relevant, complete and not excessive purposes in relation to their processing, respecting the fundamental rights and freedoms, as well as the dignity of the interested party, with particular reference to privacy and personal identity, through measures of protection and security. Our organization has developed and will further improve the security system for accessing and storing data.

There is no automated decision-making process (e.g. profiling).

## **TRANSFER OF DATA OUTSIDE THE EU**

Processing will take place mainly in Italy and the EU, but may also take place in non-EU and non-EEA countries if considered functional to the efficient fulfillment of the objectives pursued in compliance with the guarantees in favor of the interested parties.

## **RETENTION PERIOD**

Personal data will be stored, in general, as long as the purposes for data processing persist. They will be stored for the entire duration of the contractual relationship and, after its completion, until the end of its legal prescription provided the relationship is not continued.

## **CATEGORIES OF RECIPIENTS OF PERSONAL DATA**

Personal data (only those of indispensable nature) are disclosed:

- to those in charge of processing, both internal to the organization of the controller, and external to it, who perform specific tasks and operations (internal sales or agent networks, companies in charge of market surveys, any commercial partners, third parties appointed by the company to fulfill all or part of the obligations stated in the contract or connected to them, banks and credit companies in general, risk centers and/or companies that manage commercial information services, business associations and the like).
- in cases and to subjects provided by law

Data will not be disclosed unless otherwise provided by law.

Moreover, without the prior general consent of the interested party to disclose to third parties, it will be possible to provide services that do not require such disclosure, exclusively. In necessary cases, specific and precise consent will be requested, and the recipients of the data will use them as autonomous controllers.

## **RIGHTS OF THE DATA SUBJECT**

The interested party may at any time: exercise their rights (access, rectification, cancellation, limitation, portability, opposition, or absence of automated decision-making processes) against the data controller, in accordance with art. 15 to 22 of the GDPR (shown below); present a complaint to the Data Protection Authority ([www.garanteprivacy.it](http://www.garanteprivacy.it)); if the processing is based on consent, revoke the consent given, taking into account that the withdrawal of consent does not affect the lawfulness of the processing based on consent before its revocation.

## **CONTACT INFORMATION**

The data controller is **Vigel S.p.A.**, in the person of its pro tempore legal representative.  
The headquarters are in Via Mappano 15 / A, 10071, Borgaro Torinese  
The contact details are: telephone +39 011 4704104; fax +39 011 4703734; e-mail [privacy@vigel.com](mailto:privacy@vigel.com)  
The complete list of those acting as data controllers is available upon request.

**REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL  
of 27 April 2016**

**on the protection of natural persons with regard to the processing of personal data and on the free movement of such data,  
and repealing Directive 95/46/EC (General Data Protection Regulation)**

**Extract**

**Article 15  
Right of access by the data subject**

1. The data subject shall have the right to obtain from the controller confirmation as to whether or not personal data concerning him or her are being processed, and, where that is the case, access to the personal data and the following information:
  - (a) the purposes of the processing;
  - (b) the categories of personal data concerned;
  - (c) the recipients or categories of recipient to whom the personal data have been or will be disclosed, in particular recipients in third countries or international organisations;
  - (d) where possible, the envisaged period for which the personal data will be stored, or, if not possible, the criteria used to determine that period;
  - (e) the existence of the right to request from the controller rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
  - (f) the right to lodge a complaint with a supervisory authority;
  - (g) where the personal data are not collected from the data subject, any available information as to their source;
  - (h) the existence of automated decision-making, including profiling, referred to in Article 22 (1) and (4) and, at least in those cases, meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.
2. Where personal data are transferred to a third country or to an international organisation, the data subject shall have the right to be informed of the appropriate safeguards pursuant to Article 46 relating to the transfer.
3. The controller shall provide a copy of the personal data undergoing processing. For any further copies requested by the data subject, the controller may charge a reasonable fee based on administrative costs. Where the data subject makes the request by electronic means, and unless otherwise requested by the data subject, the information shall be provided in a commonly used electronic form.
4. The right to obtain a copy referred to in paragraph 3 shall not adversely affect the rights and freedoms of others.

Section 3

Rectification and erasure

**Article 16  
Right to rectification**

The data subject shall have the right to obtain from the controller without undue delay the rectification of inaccurate personal data concerning him or her. Taking into account the purposes of the processing, the data subject shall have the right to have incomplete personal data completed, including by means of providing a supplementary statement.

**Article 17  
Right to erasure ('right to be forgotten')**

1. The data subject shall have the right to obtain from the controller the erasure of personal data concerning him or her without undue delay and the controller shall have the obligation to erase personal data without undue delay where one of the following grounds applies:
  - (a) the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed;
  - (b) the data subject withdraws consent on which the processing is based according to point (a) of Article 6(1), or point (a) of Article 9(2), and where there is no other legal ground for the processing;

- (c) the data subject objects to the processing pursuant to Article 21(1) and there are no overriding legitimate grounds for the processing, or the data subject objects to the processing pursuant to Article 21(2);
- (d) the personal data have been unlawfully processed;
- (e) the personal data have to be erased for compliance with a legal obligation in Union or Member State law to which the controller is subject;
- (f) the personal data have been collected in relation to the offer of information society services referred to in Article 8(1).

2. Where the controller has made the personal data public and is obliged pursuant to paragraph 1 to erase the personal data, the controller, taking account of available technology and the cost of implementation, shall take reasonable steps, including technical measures, to inform controllers which are processing the personal data that the data subject has requested the erasure by such controllers of any links to, or copy or replication of, those personal data.

3. Paragraphs 1 and 2 shall not apply to the extent that processing is necessary:

- (a) for exercising the right of freedom of expression and information;
- (b) for compliance with a legal obligation which requires processing by Union or Member State law to which the controller is subject or for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- (c) for reasons of public interest in the area of public health in accordance with points (h) and (i) of Article 9(2) as well as Article 9(3);
- (d) for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) in so far as the right referred to in paragraph 1 is likely to render impossible or seriously impair the achievement of the objectives of that processing; or
- (e) for the establishment, exercise or defence of legal claims.

#### **Article 18** **Right to restriction of processing**

1. The data subject shall have the right to obtain from the controller restriction of processing where one of the following applies:
  - (a) the accuracy of the personal data is contested by the data subject, for a period enabling the controller to verify the accuracy of the personal data;
  - (b) the processing is unlawful and the data subject opposes the erasure of the personal data and requests the restriction of their use instead;
  - (c) the controller no longer needs the personal data for the purposes of the processing, but they are required by the data subject for the establishment, exercise or defence of legal claims;
  - (d) the data subject has objected to processing pursuant to Article 21(1) pending the verification whether the legitimate grounds of the controller override those of the data subject.
2. Where processing has been restricted under paragraph 1, such personal data shall, with the exception of storage, only be processed with the data subject's consent or for the establishment, exercise or defence of legal claims or for the protection of the rights of another natural or legal person or for reasons of important public interest of the Union or of a Member State.
3. A data subject who has obtained restriction of processing pursuant to paragraph 1 shall be informed by the controller before the restriction of processing is lifted.

#### **Article 19** **Notification obligation regarding rectification or erasure of personal data or restriction of processing**

The controller shall communicate any rectification or erasure of personal data or restriction of processing carried out in accordance with Article 16, Article 17(1) and Article 18 to each recipient to whom the personal data have been disclosed, unless this proves impossible or involves disproportionate effort. The controller shall inform the data subject about those recipients if the data subject requests it.

#### **Article 20** **Right to data portability**

1. The data subject shall have the right to receive the personal data concerning him or her, which he or she has provided to a controller, in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller without hindrance from the controller to which the personal data have been provided, where:

- (a) the processing is based on consent pursuant to point (a) of Article 6(1) or point (a) of Article 9(2) or on a contract pursuant to point (b) of Article 6(1); and
- (b) the processing is carried out by automated means.

2. In exercising his or her right to data portability pursuant to paragraph 1, the data subject shall have the right to have the personal data transmitted directly from one controller to another, where technically feasible.

3. The exercise of the right referred to in paragraph 1 of this Article shall be without prejudice to Article 17. That right shall not apply to processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

4. The right referred to in paragraph 1 shall not adversely affect the rights and freedoms of others.

#### Section 4

Right to object and automated individual decision-making

### **Article 21** **Right to object**

1. The data subject shall have the right to object, on grounds relating to his or her particular situation, at any time to processing of personal data concerning him or her which is based on point (e) or (f) of Article 6(1), including profiling based on those provisions. The controller shall no longer process the personal data unless the controller demonstrates compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject or for the establishment, exercise or defence of legal claims.

2. Where personal data are processed for direct marketing purposes, the data subject shall have the right to object at any time to processing of personal data concerning him or her for such marketing, which includes profiling to the extent that it is related to such direct marketing.

3. Where the data subject objects to processing for direct marketing purposes, the personal data shall no longer be processed for such purposes.

4. At the latest at the time of the first communication with the data subject, the right referred to in paragraphs 1 and 2 shall be explicitly brought to the attention of the data subject and shall be presented clearly and separately from any other information.

5. In the context of the use of information society services, and notwithstanding Directive 2002/58/EC, the data subject may exercise his or her right to object by automated means using technical specifications.

6. Where personal data are processed for scientific or historical research purposes or statistical purposes pursuant to Article 89(1), the data subject, on grounds relating to his or her particular situation, shall have the right to object to processing of personal data concerning him or her, unless the processing is necessary for the performance of a task carried out for reasons of public interest.

### **Article 22** **Automated individual decision-making, including profiling**

1. The data subject shall have the right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning him or her or similarly significantly affects him or her.

2. Paragraph 1 shall not apply if the decision:

- (a) is necessary for entering into, or performance of, a contract between the data subject and a data controller;
- (b) is authorised by Union or Member State law to which the controller is subject and which also lays down suitable measures to safeguard the data subject's rights and freedoms and legitimate interests; or
- (c) is based on the data subject's explicit consent.

3. In the cases referred to in points (a) and (c) of paragraph 2, the data controller shall implement suitable measures to safeguard the data subject's rights and freedoms and legitimate interests, at least the right to obtain human intervention on the part of the controller, to express his or her point of view and to contest the decision.

4. Decisions referred to in paragraph 2 shall not be based on special categories of personal data referred to in Article 9(1), unless point (a) or (g) of Article 9(2) applies and suitable measures to safeguard the data subject's rights and freedoms and legitimate interests are in place.