

IDC - Indicom Document Care

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Information on the processing of personal data ex art. 13-14 Reg.to EU 2016/679

Data Subjects: Suppliers.

IDC - Indicom Document Care in the capacity of Data Controller of your personal data, pursuant to and for the purposes of EU Reg. 2016/679 hereinafter 'GDPR', hereby informs you that the aforementioned legislation provides for the protection of data subjects with respect to the processing of personal data and that such processing will be based on the principles of fairness, lawfulness, transparency and protection of your confidentiality and your rights.

Your personal data will be processed in accordance with the legislative provisions of the above-mentioned legislation and the confidentiality obligations stipulated therein.

Purposes and legal basis for processing: in particular, your data will be processed for the following purposes related to the implementation of fulfillments related to legislative obligations:

- Mandatory legal obligations in the field of taxation and accounting;
- Quality management;
- Of obligations under applicable laws.

Your data will also be used for the following purposes related to the execution of measures related to contractual or pre-contractual obligations:

- supplier management;
- Activity scheduling;
- supply order history.

Method of processing. Your personal data may be processed in the following ways:

- By means of electronic calculators with use of software systems operated by Third Parties;
- By means of electronic calculators with use of directly managed or programmed software systems;
- Outsourcing of processing operations to third parties;
- Processing of data collected by third parties;
- Data collection by computer or telematics;
- Processing by means of electronic calculators;
- Manual processing by means of paper files.

All processing is carried out in accordance with the methods set forth in Articles 6, 32 of the GDPR and through the adoption of the appropriate security measures provided.

Your data will be processed only by personnel expressly authorized by the Controller and, in particular, by the following categories of authorized personnel:

- Purchasing office;
- Administration office;
- Project Area office;
- Infrastructure Systems Area office;
- R&D Systems Area office;
- Sales Office.

Communication: your data may be communicated to external parties for proper management of the relationship and in particular to the following categories of Recipients including all duly appointed Data Processors:

- Banks and credit institutions;
- Consultants and freelancers, including in associated form;
- Within public and/or private entities for which the communication of data is mandatory or necessary in fulfillment of legal obligations or is otherwise functional to the administration of the relationship;
- Partner companies;
- Freight Forwarders, Carriers, Padroncini, Post Offices, Logistics Companies.

Dissemination: Your personal data will not be disseminated in any way.

Retention Period. Please note that in accordance with the principles of lawfulness, purpose limitation and data minimization, pursuant to Article 5 of the GDPR, the retention period of your personal data is:

- Established for a period of time not exceeding the achievement of the purposes for which they are collected and processed for the execution and fulfillment of contractual purposes;
- Established for a period of time not exceeding the fulfillment of the services provided;
- Established for a period of time not exceeding the achievement of the purposes for which they are collected and processed and in compliance with the mandatory timeframes prescribed by law.

Data Controller: the Data Controller, in accordance with the Law, is IDC - Indicom Document Care (Via Carnevali 39 , 20158 Milan (MI); P. IVA: 12187220962) in the person of its legal representative pro tempore.

You have the right to obtain from the controller the deletion (right to be forgotten), limitation, updating, rectification, portability, opposition to the processing of personal data concerning you, as well as in general you can exercise all the rights provided for in Articles 15, 16, 17, 18, 19, 20, 21, 22 of the GDPR.

EU Reg. 2016/679: Articles 15, 16, 17, 18, 19, 20, 21, 22 - Rights of the Data Subject

1. The data subject has the right to obtain confirmation of the existence or non-existence of personal data concerning him or her, even if not yet recorded, their communication in an intelligible form and the possibility to complain to the Control Authority.

2. The data subject has the right to obtain information on:

- a. of the origin of the personal data;
- b. Of the purposes and methods of the processing;
- c. of the logic applied in case of processing carried out with the aid of electronic instruments;
- d. of the identification details of the data controller, data processors and the representative designated pursuant to Article 5, paragraph 2;
- e. of the subjects or categories of subjects to whom the personal data may be communicated or who may become aware of them in their capacity as designated representative in the territory of the State, managers or appointees.

3. The interested party has the right to obtain:

- a. the updating, rectification or, when interested, the integration of data;
- b. the cancellation, transformation into anonymous form or blocking of data processed in violation of the law, including data whose retention is not necessary in relation to the purposes for which the data were collected or subsequently processed;
- c. certification that the operations referred to in letters a) and b) have been brought to the attention, also as regards their content, of those to whom the data have been communicated or disseminated, except where this proves impossible or involves a manifestly disproportionate use of means compared to the protected right;
- d. the portability of the data.

4. The data subject has the right to object, in whole or in part:

- a. on legitimate grounds, to the processing of personal data concerning him/her, even though they are relevant to the purpose of the collection;
- b. to the processing of personal data concerning him/her for the purpose of sending advertising or direct sales material or for carrying out market research or commercial communication.

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Data subject consent acquisition formula

Date : Place :

First name, Last name :

Do you give your consent to the disclosure of your personal data?

☐ YES ☐ NO Partner companies

Interested party: