








**INFORMATION NOTICE REGARDING THE PROCESSING OF PERSONAL DATA
RELATED TO CONTRACTS WITH CUSTOMERS
IN ACCORDANCE WITH EU REGULATION 2016/679 (“GDPR”)**

| | | |
|---|------------------------|---|
|  | DATA CONTROLLER | GEWISS S.P.A. Address, Via A. Volta, 1, 24069 Cenate Sotto (BG) Tel. no. +39 035 946 111, E-mail address: gewiss@gewiss.com , (“Company”) |
|---|------------------------|---|

| | |
|---|--|
|  | PERSONAL DATA PROCESSED The term “Data” includes data on natural persons processed by the Company to agree and execute contractual relationships with Company customers that are legal entities (Customer), such as data relating to legal representatives signing contracts on behalf of Customers, in addition to Customer employees/consultants involved in contract activities. In the latter case the Customer will be the source of the data. |
|---|--|

|  | DATA PROCESSING PURPOSES |  | LEGAL BASIS FOR PROCESSING DATA |  | DATA RETENTION PERIOD |
|---|---|---|---|---|--|
| | Purposes relating to establishing and executing the contractual relationship between the Customer and the Company. | | Execution of the contract with regard to data on legal representatives. Legitimate interest with regard to data on Customer employees/consultants involved in contract activities. | | Duration of the contract and after completion, 10 years. For the duration of any legal disputes until completion of the terms of implementation outlined in legal remedies. |
| | To fulfill administration/accounting requirements, such as accounts and treasury management, invoicing (e.g. logging and checking invoices) in accordance with legislation. | | Requirement to meet the Company's legal obligations. | | |
| | Out-of-court debt recovery | | Legitimate interest | | |
| | If necessary to ascertain, exercise and/or safeguard Controller rights in legal proceedings. | | Legitimate interest | | |
| | Control of logical access to company information systems, in order to guarantee the safety of people and property. | | Legitimate interest | | 6 months |
| | Marketing purposes (sending business/promotional communication) via automatic contact methods (e.g. e-mail, SMS or MMS) and conventional methods (e.g. by post and telephone calls with operators) on Company products/services, customer satisfaction surveys, market research and statistical analyses. | | Consent of Customer legal representative (which is optional and can be withdrawn at any time). | | 24 months after giving consent. |
| Once the aforementioned retention period has lapsed the data will be destroyed or made anonymous compatibly with technical erasure and backup procedures. | | | | | |

| |
|-----------------------|
| DATA PROVISION |
|-----------------------|



Data must be provided to agree and execute the contract. Refusing to provide Data therefore means that it will not be possible to establish the contractual relationship and/or fulfil the resulting contractual obligations.



DATA RECIPIENTS

Data may be communicated to external parties operating as **data controllers**, for example supervisory bodies and authorities and public or private parties in general authorised to request data.

Data may be processed on behalf of the data controller by external parties appointed as **data processors** carrying out specific activities for the controller, such as dealing with accounting, tax and insurance requirements, sending correspondence, managing takings and payments etc.



PARTIES AUTHORISED TO PROCESS DATA

Data may be processed by employees in company departments who are responsible for carrying out the activities outlined above and have been authorised to process the data and have received suitable operating instructions.



DATA SUBJECTS' RIGHTS- COMPLAINT TO THE SUPERVISORY BODY

By contacting Gewiss S.p.A. via e-mail sent to privacy@gewiss.com, data subjects can ask the Company for access to personal data, or the correction or deletion of personal data, and also have the right to restrict processing of the data in the cases set out in article 18 of the GDPR, and object to processing in the case of legitimate interests of the controller.

Furthermore, in the case where processing is based on consent or a contract and carried out with automated tools, data subjects have the right to receive the personal data in a structured, commonly used and machine-readable format, and to transmit the data to another data controller without obstruction.

Data subjects have the right to lodge a complaint to the competent Supervisory Authority in the member state where they are resident or where they work, or the member state where the alleged breach took place.

Data subjects have the right to withdraw consent at any time in relation to data processed for marketing purposes, and object to data being processed for these purposes. Data subjects have the possibility of stating a preference for being contacted for the aforementioned purposes through conventional methods and objecting to receiving communication through automatic methods only.



INFORMATION NOTICE ACKNOWLEDGEMENT

By signing this document, I hereby confirm that I have received and read the information on privacy and undertake to provide it for employees/consultants in the company I represent.

_____ (location), ___/___/____ (date)

Stamp and signature _____



DATA SUBJECT DECLARATION OF CONSENT

I _____, having read the aforementioned privacy information, in the knowledge that my consent is optional and can be withdrawn at any time, hereby give my consent as the legal representative of the Customer to my data being processed by Gewiss S.p.A. as the controller, for the aforementioned marketing purposes i.e. sending business/promotional communication via automatic contact methods (such as e-mail, SMS or MMS) and conventional methods (such as by post or telephone calls with operators) on the products and services provided by Gewiss S.p.A., customer satisfaction surveys, market research and statistical analyses.

I CONSENT

I DO NOT CONSENT


_____ (location), ___/___/____ (date)


Stamp and signature _____









**INFORMATION NOTICE REGARDING THE PROCESSING OF PERSONAL DATA
RELATED TO CONTRACTS WITH CUSTOMERS
IN ACCORDANCE WITH EU REGULATION 2016/679 (“GDPR”)**

| | | |
|---|---------------------------------------|---|
|  | DATA CONTROLLER (“Company”) | GEWISS S.P.A. Address: Via A. Volta, 1, 24069 Cenate Sotto (BG) Tel no.: +39 035 946 111, E-mail: gewiss@gewiss.com |
|---|---------------------------------------|---|

| | |
|---|--|
|  | PERSONAL DATA PROCESSED |
| | The term “Data” includes data on natural persons processed by the Company to agree and execute contractual relationships with Company customers that are legal entities (Customer), such as data relating to legal representatives signing contracts on behalf of Customers, in addition to Customer employees/consultants involved in contract activities. In the latter case the Customer will be the source of the data. |

|  DATA PROCESSING PURPOSES |  LEGAL BASIS FOR PROCESSING DATA |  DATA RETENTION PERIOD |
|---|---|---|
| Purposes relating to establishing and executing the contractual relationship between the Customer and the Company. | Execution of the contract with regard to data on legal representatives. Legitimate interest with regard to data on Customer employees/consultants involved in contract activities. | Duration of the contract and after completion, 10 years. For the duration of any legal disputes until completion of the terms of implementation outlined in legal remedies.. |
| To fulfill administration/accounting requirements, such as accounts and treasury management, invoicing (e.g. logging and checking invoices) in accordance with legislation. | Requirement to meet the Company's legal obligations.. | |
| Out-of-court debt recovery | Legitimate interest | |
| If necessary to ascertain, exercise and/or safeguard Controller rights in legal proceedings. | Legitimate interest | |
| Control of logical access to company information systems, in order to guarantee the safety of people and property. | Legitimate interest | 6 months |
| Marketing purposes (sending business/promotional communication) via automatic contact methods (e.g. e-mail, SMS or MMS) and conventional methods (e.g. by post and telephone calls with operators) on Company products/services, customer satisfaction surveys, market research and statistical analyses. | Consent of Customer legal representative (which is optional and can be withdrawn at any time). | 24 months after giving consent. |
| Once the aforementioned retention period has lapsed the data will be destroyed or made anonymous compatibly with technical erasure and backup procedures | | |

| | |
|---|---|
|  | <p>DATA PROVISION</p> <p>Data must be provided to agree and execute the contract. Refusing to provide Data therefore means that it will not be possible to establish the contractual relationship and/or fulfil the resulting contractual obligations.</p> |
|  | <p>DATA RECIPIENTS</p> <p>Data may be communicated to external parties operating as data controllers, for example supervisory bodies and authorities and public or private parties in general authorised to request data.</p> <p>Data may be processed on behalf of the data controller by external parties appointed as data processors carrying out specific activities for the controller, such as dealing with accounting, tax and insurance requirements, sending correspondence, managing takings and payments etc.</p> |
|  | <p>PARTIES AUTHORISED TO PROCESS DATA</p> <p>Data may be processed by employees in company departments who are responsible for carrying out the activities outlined above and have been authorised to process the data and have received suitable operating instructions.</p> |
|  | <p>DATA SUBJECTS' RIGHTS- COMPLAINT TO THE SUPERVISORY BODY</p> <p>By contacting Gewiss S.p.A. via e-mail sent to privacy@gewiss.com, data subjects can ask the Company for access to personal data, or the correction or deletion of personal data, and also have the right to restrict processing of the data in the cases set out in article 18 of the GDPR, and object to processing in the case of legitimate interests of the controller.</p> <p>Furthermore, in the case where processing is based on consent or a contract and carried out with automated tools, data subjects have the right to receive the personal data in a structured, commonly used and machine-readable format, and to transmit the data to another data controller without obstruction.</p> <p>Data subjects have the right to lodge a complaint to the competent Supervisory Authority in the member state where they are resident or where they work, or the member state where the alleged breach took place.</p> <p>Data subjects have the right to withdraw consent at any time in relation to data processed for marketing purposes, and object to data being processed for these purposes. Data subjects have the possibility of stating a preference for being contacted for the aforementioned purposes through conventional methods and objecting to receiving communication through automatic methods only.</p> |
|  | <p>INFORMATION NOTICE ACKNOWLEDGEMENT</p> <p>By signing this document, I hereby confirm that I have received and read the information on privacy and undertake to provide it for employees/consultants in the company I represent.</p> <p>_____ (location), __/__/____ (date)</p> <p>Stamp and signature _____</p> |
|  | <p>DATA SUBJECT DECLARATION OF CONSENT</p> <p>I _____, having read the aforementioned privacy information, in the knowledge that my consent is optional and can be withdrawn at any time, hereby give my consent as the legal representative of the Customer to my data being processed by Gewiss S.p.A. as the controller, for the aforementioned marketing purposes i.e. sending business/promotional communication via automatic contact methods (such as e-mail, SMS or MMS) and conventional methods (such as by post or telephone calls with operators) on the products and services provided by Gewiss S.p.A., customer satisfaction surveys, market research and statistical analyses.</p> <p style="text-align: center;"><input type="checkbox"/> I CONSENT <input type="checkbox"/> I DO NOT CONSENT</p> <p>_____ (location), __/__/____ (date)</p> <p>Stamp and signature _____</p> |

