









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

	<b>DATA CONTROLLER</b> (“Company”)	<b>GEWISS S.P.A.</b> Address: Via A. Volta, 1, 24069 Cenate Sotto (BG) Tel. no.: +39 035 946 111 E-mail: <a href="mailto:gewiss@gewiss.com">gewiss@gewiss.com</a>
	<b>DATA PROTECTION OFFICER (DPO)</b>	Address, Via A. Volta, 1, 24069 Cenate Sotto (BG) Tel. no., +39 035 946 111, E-mail address, <a href="mailto:dpo@pec.gewiss.com">dpo@pec.gewiss.com</a> ,

	<b>PERSONAL DATA PROCESSED</b>
	The term “Data” includes data on natural persons processed by the Company to agree and execute contractual relationships with Company <b>suppliers</b> , such as data relating to legal representatives signing contracts on behalf of suppliers, in addition to supplier employees/consultants involved in contract activities. In the latter case the supplier will be the source of the data..

	<b>DATA PROCESSING PURPOSES</b>		<b>LEGAL BASIS FOR PROCESSING DATA</b>		<b>DATA RETENTION PERIOD</b>
	Purposes relating to establishing and executing the contractual relationship between the Supplier and the Company.		Execution of the contract with regard to data on Supplier legal representatives. Legitimate interest with regard to data on supplier 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.		
	If necessary to ascertain, exercise and/or safeguard Company 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
Once the aforementioned retention period has lapsed the data will be destroyed or made anonymous compatibly with technical erasure and backup procedures.					

	<b>DATA PROVISION</b>
	Data must be provided to agree and/or execute the contract. Refusing to provide the Data means it will not be possible to establish the contractual relationship and/or fulfil the resulting contractual obligations.

	<b>DATA RECIPIENTS</b>
	Data may be communicated to parties operating as <b>data controllers</b> , such as supervisory bodies and authorities, and private or public organisations in general authorised to request data.
	Data may be processed on behalf of the data controller by external parties appointed as <b>data processors</b> 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](mailto: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 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 confirm 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 \_\_\_\_\_