

PRIVACY NOTICE

for customers/suppliers

pursuant to articles 12, 13 and 14 of EU Regulation 2016/679

In compliance with EU Regulation 2016/679 "General Data Protection Regulation" this notice provides general information on how our company uses the personal data you supply (hereinafter Data Subject).

Personal data supplied by the Data Subject is processed in a lawful, fair and transparent manner in compliance with EU Regulation 2016/679.

1) DATA CONTROLLER

1. The Data Controller is **ST - SERVICES & TRADING S.R.L.**

2) DATA PROCESSED

1. The data processed is personal data collected directly from the Data Subject, with the exclusion of the special categories of data set out in art. 9 EU Reg. 2016/679.

2. The aforementioned data categories shall be processed only to the extent necessary to achieve the purposes specified in point 3) of this notice.

3) LEGAL BASIS AND PURPOSE OF THE PROCESSING

1. The legal basis of the processing of personal data is the execution of the agreement of which the Data Subject is a party.

2. Personal data is also processed to fulfil the following:

- a) requirements necessary to enter into an agreement;
- b) contractual obligations concerning the data subject by executing a deed, a number of deeds or a set of operations necessary to fulfil the aforementioned obligations;
- c) obligations related to or instrumental to the agreement, which must be fulfilled in connection with a public or private body;
- d) legal obligations.

4) RECIPIENTS OF THE COMMUNICATION OF PERSONAL DATA

1. The recipients of the personal data communicated (and of the categories of special data) set out in point 3) of this notice are the Data Controller, the Data Processor and/or Data Protection Officer, where appointed, and the authorised collaborators and/or employees acting under the authority of the Data Controller.

2. Personal data may be disclosed to organisations, professionals, companies, public authorities and administrations and/or other structures entrusted to process data to fulfil legal, administrative, accounting and management obligations related to the ordinary performance of the Company activities; processing is performed in compliance with the purposes set out in point 3) of this notice.

3. Data will be transmitted exclusively within the Italian territory and the European Union to fulfil the above mentioned obligations.

4. In any case, data collected by the Controller will not be disseminated.

5) DURATION OF THE PROCESSING

1. Personal data relating to the purposes referred to in point 3) of this notice will be kept for the time necessary to execute the agreement of which the Data Subject is a party; data will be kept compliance with legal obligations, for a period not exceeding 20 (twenty) years. **After this period of time the data will be destroyed and/or rendered anonymous upon express request of the Data Subject.**

6) NATURE OF THE COLLECTION

1. The collection and processing of the Data Subject's personal data for the purpose of entering into and executing the contractual relationship, as set out in point 3) of this notice, are of a **mandatory nature**.

2. The total or partial refusal to provide such data will make it impossible to establish the contractual relationship, in whole or in part, with the undersigned Company.

3. Pursuant to the article 6, section 1, subsections b) and c) of EU Reg. 2016/679, the processing described herein does not require the Data Subject's consent.

4. Personal data collected and processed by the Data Controller will only be used for the purposes set out in point 3) of this notice.

7) PROCESSING METHODS

1. Data will be processed and stored using a computerised system, with automatic entry in an internal database that is not accessible to the public; data may also be safely kept in paper format, in a data base accessible only to authorised people.
2. Data stored in the relevant data bases will be processed with tools that guarantee the integrity, safety and confidentiality thereof.
3. The Data Controller will adopt all the technical and organisational measures necessary to guarantee a data protection level in compliance with EU Reg. 2016/679.
4. Personal data is not processed by means of an automated decision-making process and no type of profiling is carried out.

8) DATA SUBJECT'S RIGHTS

1. The Data Subject may, at any time, exercise the rights pursuant to art. 7, section 3 and art. 15 and subsequent of the EU Reg. 2016/679, and has the right to receive the communication pursuant to art. 34 of the aforementioned Regulation which, for convenience is set out hereunder ¹.
2. The Data Subject may exercise the aforementioned rights by writing to the Data Controller ST - SERVICES & TRADING S.R.L., registered office at Via Emilia Romagna, 54/N, 41049 Sassuolo (MO) - VAT n. 03012860361, Tel. 0536/994259, Fax 0536/889570, email: info@stservices.it, certified e-mail info@pec.stservices.it.

Declaration of acceptance

By signing this notice, the customer/supplier declares to have been fully informed, and therefore to be aware of, the legal basis, purposes and method used to process personal data, in compliance with EU Reg. 2016/679.

Place _____, Date _____

Stamp and signature

¹Pursuant to art. 7, section 3 and art. 15 and subsequent of the EU Reg. 2016/679, the Data Subject has the following rights:

I) to **withdraw his or her consent** at any time. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal (in the cases of processing based on consent). It shall be as easy to withdraw as to give consent.

II) to **access the personal data** and the following information: a) obtain from the controller confirmation as to whether or not personal data concerning him or her are being processed; b) receive information on the purposes of the processing, the categories of personal data concerned, 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), where possible, the envisaged period for which the personal data will be stored, or, if not possible, the criteria used to determine that period;

III) to **lodge a complaint with a supervisory authority**;

IV) to obtain the **rectification and/or erasure of the data processed**;

V) to obtain **restriction of processing of personal data**;

VI) **data portability**;

VII) to **object to processing**;

VIII) **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.

Pursuant to Article 34 of the aforementioned Regulation, the Data Subject also has the right to receive communication of a personal data breach when it is likely to result in a high risk to his/her rights and freedoms.