

## **Information for Customers and Suppliers pursuant to article 13 of Regulation (EU) 2016/679 ("GDPR")**

Dear Sirs, this is to inform you that Regulation (EU) 679/2016 provides protection for natural persons with regard to the processing of personal data.

In accordance with the aforesaid legislation, this processing will be performed on the basis of the principles of fairness, lawfulness and transparency, protecting your confidentiality and your rights.

Therefore pursuant to article 13 of the Regulation, kindly be informed as follows.

### **1. Personal Data processed, source of Data, purposes of processing of the Data, legal basis of processing and storage period**

"Data" are those relating to natural persons processed by FIAMMA S.P.A. for the finalisation and performance of the contractual relationship with its customers/suppliers, such as for example those of the customer's/supplier's legal representative who signs the contract in its name and on its behalf, and of the customer's/supplier's employees/consultants involved in the contractual activities, the Data of companies of the supplier's/customer's group on behalf of which the latter signs the contract under the relevant powers of representation, and any other information necessary for the performance of the contract and/or the provision of the service (also as stated below).

The source of the Data is the customer/supplier.

In particular, the said Data will be processed for the purposes stated below.

A. **Management of the contractual/business relationship**, including: fulfilment of specific requests of the data subject prior to signing of the contract; signing, amendment and performance of the contract; provision and management of the relative services (installation, activation, migration, maintenance and/or after-sales service); management of complaints.

The legal basis of the processing is the performance of the contract.

Data storage period: duration of the contract and a further 10 years after its expiry or termination. If litigation is brought before the courts, throughout the proceedings and until the term for an appeal to be lodged has elapsed.

B. **Administration – accounting**, such as: invoicing, management of payments, arrears and defaults; disclosure of the Data between group companies for internal organizational, administrative, financial and accounting purposes necessary for the aforesaid activities.

The legal basis of the processing is the need to fulfil a legal obligation of FIAMMA S.P.A.

Data storage period: duration of the contract and a further 10 years after its expiry or termination. If litigation is brought before the courts, throughout the proceedings and until the term for an appeal to be lodged has elapsed.

C. **Compliance with obligations or the exercise of rights** enforced by Italian or European Union law or collective employment contracts in accordance with Italian law, such as: fulfilment of obligations enforced by EU or Italian law, especially laws and regulations, including temporary and urgent measures for the conservation of public order, and the investigation and prevention of crimes.

The legal basis of the processing is the need to fulfil a legal obligation of the data controller.

Data storage period: duration of the contract and a further 10 years after its expiry or termination. If litigation is brought before the courts, throughout the proceedings and until the term for an appeal to be lodged has elapsed.

D. **Extrajudicial credit recovery (in the case of customers)**, including: protection and if possible recovery of credits, directly or through third parties (credit recovery agencies/companies), to which the data will be disclosed for this purpose only.

The legal basis of the processing is the legitimate interest of the data controller.

Data storage period: duration of the contract and a further 10 years after its expiry or termination. If litigation is brought before the courts, throughout the proceedings and until the term for an appeal to be lodged has elapsed.

**E. If necessary, to establish, exercise and/or defend rights in judicial proceedings.**

The legal basis of the processing is the legitimate interest of the data controller.

Data storage period: duration of the contract and a further 10 years after its expiry or termination. If litigation is brought before the courts, throughout the proceedings and until the term for an appeal to be lodged has elapsed.

**F. Registration on the Fiamma b2b website.** If the Customer requests this, their personal data will be processed for assignment of the identification codes required to allow them to register on the website and to use the services available only to registered users, including the ability to check the progress of their orders, their account and invoices. The identification codes assigned to the Customer are necessary to allow them to access the reserved area of the website and use the functions provided there. These codes are only communicated to the Customer and may be disclosed, if this is necessary for service purposes, only to internal staff of the ICT department who manage the website, or external parties assisting in the website's management and maintenance, specifically authorised and designated Data Processors under art. 28 of the GDPR.

The legal basis of the processing is the performance of the contract to which the data subject is a party.

Data storage period: until the data subject asks to unsubscribe from the service.

**G. Marketing information and promotions**: such as, for example, the sending of informative, commercial and promotional communications and newsletters, via automated (email) and traditional (traditional mail) contact methods, regarding the services offered by FIAMMA S.P.A., or the provision of news of corporate events, and the performance of market research, statistical analyses and customer satisfaction surveys.

The legal basis of the processing is the data subject's consent (which is optional and may be withdrawn at any time). The withdrawal of consent shall not prejudice the data processing activities undertaken previously.

Data storage period: until the customer/data subject asks to unsubscribe from the mailing/newsletter service and in all cases not more than ten years.

**H. Safety, pursuant to Italian Legislative Decree 81/2008.** With particular reference to the identifying data freely contributed by guests/visitors to our premises (name and surname, organisation or company represented), data are processed for the sole purpose of ensuring compliance with the formally applied corporate safety procedures, also as required by the relevant legal framework (e.g. entry in the visitor register/database, consignment of temporary ID badge, application of legal obligations regarding occupational health and safety).

The legal basis of the processing: the need to fulfil legal obligations of the data controller.

Data storage period: Data will be stored for the period of time envisaged by the law.

Once the aforementioned storage period has elapsed, Data will be destroyed or rendered anonymous in keeping with the technical erasure and backup procedures followed.

**I. Video surveillance.** To conclude, Fiamma hereby informs you that a video surveillance system is operation at its operating locations for the sole purpose of protecting the company's personnel and property. The legal basis of the processing is the pursuance of the legitimate interest of the Data Controller, under art. 6, para. 1 subsection f) of the GDPR. The full text of the Privacy Policy is available at the locations concerned.

**2. Disclosure context, authorised data processors and transfer of Data to countries outside the European Union**

Data may be disclosed to external entities operating as data controllers, such as supervisory and controlling authorities and organisations, and public or private entities in general lawfully entitled to request the Data (e.g. banks and credit institutions, local government and other public authorities).

Data may also be processed, on the data controller's behalf, by external parties designated as data processors, which perform specific activities on behalf of the data controller, such as its distribution network, the companies and agents that undertake credit recovery for the data controller, legal, fiscal and administrative advisors, software houses, and the company that manages and maintains the FIAMMA S.P.A. website.

Data may be processed by staff of the company functions assigned to pursue the purposes set out above, who have been specifically authorised to process them and have received appropriate operating instructions.

Data may only be transferred outside the European Union to countries where the level of protection is considered adequate and/or on the basis of adequate safeguards as defined by the relevant legislation. More information with regard to details of transfer and the guarantees adopted can be obtained by emailing [privacy@fiamma.it](mailto:privacy@fiamma.it)

### **3. Contribution of Data**

The contribution of the Data by the customer/supplier is optional, but refusal to contribute them may lead to the total or partial non-performance of the contract/service.

### **4. Data controller**

Under the relevant Regulatory Framework, the data controller is FIAMMA S.P.A., with registered office at Via S. Rocco, 56 21010 - Cardano al Campo (Va) - Italy, in the person of its current legal representative.

FIAMMA S.P.A. has appointed a Privacy Officer, who can be contacted at [privacy@fiamma.it](mailto:privacy@fiamma.it) for any information regarding the Data Controller's processing of personal data.

### **5. Rights of the data subject**

By emailing [privacy@fiamma.it](mailto:privacy@fiamma.it) the data subject can ask FIAMMA S.P.A. for access to Data that concern them, their deletion, the rectification of inaccurate Data, the supplementation of incomplete Data, the erasure of Data and the restriction of processing (in the cases covered by art. 18 GDPR), and can object, for reasons relating to their own specific situation, to processing performed on the basis of the data controller's legitimate interest.

Moreover, if the processing is based on consent or the contract and is carried out with automated tools, the data subject has the right to receive the Data in a structured, commonly used and machine-readable format and, if technically feasible, to transmit them to another controller without hindrance.

The data subject has the right to lodge a complaint with the competent Supervisory Authority in their member State of residence or work, or of the State in which the alleged personal data breach occurred.

The data subject has the right to withdraw consent given for marketing purposes at any time and to object to the processing of the Data for these purposes.

### **6. Changes to the Privacy Policy**

The Data Controller reserves the right to amend this privacy policy at any time, providing suitable notice via the website. Users are therefore recommended to consult this policy regularly to check for any changes; the date of last modification is always stated.

*Date of update of this privacy policy: February 2024.*