


DATA CONTROLLER	DOCUMENT	REF. REGULATORY
	<b>INFORMATION ON THE PROCESSING OF PERSONAL DATA</b>  <b>Customers and Suppliers</b>	<b>Reg. (EU) 2016/679 – GDPR</b> Arts. 12,13

## INFORMATION ON THE PROCESSING OF PERSONAL DATA

**pursuant to art. 13, Regulation (EU) 2016/679  
(General Data Protection Regulation – GDPR)**

### 1. GENERAL INFORMATION

This information on the processing of personal data in the context of relationships established with customers and suppliers is provided in accordance with Regulation (EU) 2016/679 ("**GDPR**") by Officine Bonaccini Srl, with registered office in Parma (PR), via Berna 8, tax code. and VAT number 00256860347, as Data Controller ("**Data Controller**").

The Data Controller guarantees that all processing activities relating to personal data will be carried out in accordance with the principles of lawfulness, transparency and fairness, limitation of the purpose and storage of data, minimization, accuracy, integrity and confidentiality of personal data.

### 2. PERSONAL DATA SUBJECT TO PROCESSING

During the contractual relationship with customers and suppliers, and within the limits of the purposes set out in point 3 of this policy, the Data Controller may process personal data. By way of example, the processing may concern:

- a) personal data (name, surname, tax code/VAT number);
- b) contact details (telephone number; e-mail address);
- c) bank and payment details.

### 3. PURPOSES, CONDITIONS OF LAWFULNESS OF THE PROCESSING AND NATURE OF THE PROVISION OF DATA

Personal data are processed on the basis of specific conditions of lawfulness, for the purposes detailed below:

- a) create contacts and assess the opportunity to establish contractual relationships; fulfil pre-contractual, contractual and tax obligations arising from existing relationships, as well as manage the necessary related communications (Article 6, paragraph 1, letter b) of the GDPR);
- b) to comply with the obligations provided for by law, by a regulation, by EU legislation or by an order of the Authority (art. 6, par. 1, letter c), of the GDPR);
- c) pursue the legitimate interests of the Data Controller (e.g.: right of defence in court; protection of credit positions; sending of individual communications of an informative and promotional nature, on the basis of the contact already established, and concerning products and/or services of the same type as those requested by the customer, unless opposed) (Article 6, paragraph 1, letter f), of the GDPR).

The provision of personal data is essential for the establishment and correct management of the contractual relationship between the Data Controller and the customer/supplier.


### 4. PROCESSING METHODS

The processing of personal data is conducted according to logics strictly related to the purposes identified above and will be based on the principles of lawfulness, fairness and transparency. It can be carried out both through computer and telematic tools, including automatic ones, and through paper supports, suitable for storing the aforementioned data, managing them and, where necessary, transmitting them.

In any case, the Data Controller has prepared adequate technical and organisational measures to guarantee the security and confidentiality of the data and to avoid the risk of loss, destruction, unauthorised access, unlawful use and dissemination of the same.

The Data Controller will not transfer personal data to countries outside the European Union: the processing will be carried out exclusively within the European Union.

Personal data will not be disseminated.

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The processing activities are not supported by automated decision-making, including profiling, which produces legal effects on the data subject, or similarly affects him/her.

## 5. DURATION OF TREATMENT

Personal data will be processed for the entire duration of the contractual relationship, unless storage is essential for the fulfilment of specific regulatory obligations.

## 6. PERSONS AUTHORISED TO PROCESS AND RECIPIENTS OF DATA

Within the organisational structure of the Data Controller, persons authorised to process it, adequately trained, who have committed to confidentiality may have access to personal data and proceed with the related processing. These subjects will operate in a manner consistent with their respective duties and exclusively for the pursuit of the purposes indicated in this policy.

As part of the execution of certain processing activities, the Data Controller may communicate personal data to third parties (banking or insurance institutions; subjects operating in the field of legal, tax and tax consultancy, and accounting management) who act as independent data controllers or data processors. In the latter case, the processing takes place under specific agreements signed pursuant to art. 28 of the GDPR.

Should it be necessary, in the context of tenders or for the fulfilment of regulatory obligations (e.g. joint liability, anti-corruption, anti-mafia, anti-money laundering, etc.), to acquire personal data of their employees from customers/suppliers, it is agreed between the parties that the Data Controller will be entitled to process in accordance with this policy, without prejudice to compliance with the compliance requirements provided for by current legislation on data protection of personal data.

## 7. RIGHTS OF THE DATA SUBJECT

Under the conditions provided for by current legislation, the interested party has the right to exercise the following rights by contacting the e-mail address [info@officinebonaccini.it](mailto:info@officinebonaccini.it) :

- a) access to personal data (Art. 15 GDPR), which allows you to obtain confirmation as to whether or not personal data is being processed and, if so, to obtain access to such data;
- b) the rectification of personal data (art. 16 of the GDPR), which allows you to obtain the rectification and/or integration of personal data that are inaccurate or incomplete;
- c) the deletion of personal data (art. 17 of the GDPR), which allows, if the legal conditions are met, to obtain the deletion of personal data;
- d) the limitation of processing (art. 18 of the GDPR), which allows, in specific cases, to limit the processing of personal data;
- e) data portability (art. 20 of the GDPR), which allows, in certain cases and with respect only to the data provided by the Whistleblower, to be able to receive personal data in a structured, commonly used and machine-readable format;
- f) the opposition (art. 21 of the GDPR), which allows the Whistleblower to object at any time, for reasons related to his particular situation, to the processing of personal data carried out by the Data Controller for the pursuit of his legitimate interest.

If the data subject believes that the processing of personal data relating to him or her is in violation of the provisions of the GDPR, he or she has the right to lodge a complaint with the Data Protection Authority in the manner provided for by the said authority, or to take legal action.