

## POLICY MODEL FOR CUSTOMERS AND SUPPLIERS

Pursuant to Articles 13 and 14 of EU Regulation 679/2016 on the guidelines for protecting natural persons with regard to personal data processing, as well as to the free circulation of this data, the undersigned company, Emiliana Imballaggi S.p.A., as the data controller, hereby states that the personal data acquired with reference to the business relationships established shall be processed in accordance with the aforementioned legislation; in relation to this processing, it also provides the following information.

The identity of the Data Controller (*or joint data controllers pursuant to Article 26 of Reg. 679/2016*) for data processing is as follows:

Company name: Emiliana Imballaggi S.p.A.

Registered head office: via Lenin, 1 41012 Carpi (Mo)

Tel.: +39 0522 660030

E-mail/certified e-mail: dir.emilianaimballaggi@pec.it

### Personal data collected

The personal data collected essentially includes:

- identification details (*name or company name, head office tel., fax, e-mail, tax information, etc*);
- details on economic and commercial activities (*orders, solvency, bank details, accounting and tax information, etc*);
- personal details (*name and surname*), e-mail address and telephone number of Your staff (such as employees, partners, representatives, etc) with whom we do business;
- details from the members' area of our Website: details requested during registration, when applicable, and required to use the relative web services;

This data is provided directly by You or may be collected from independent third parties as data controllers (*for example, from our network of agents and representatives for information on contracts and orders or from business information companies or public databases, lists or registers for information on financial solvency*).

### Processing methods

Personal data shall be processed in paper, computerised and online forms and shall be included in relevant databases (*customers, suppliers and administration*) which may be accessed and therefore come into the knowledge of employees in the sales, production, administration, **technical, quality, purchasing and logistics** areas expressly appointed by the undersigned company as being in charge of personal data processing and who may consult, use, process, compare and carry out any other appropriate operation, including automated, for this data.

Processing shall be carried out in accordance with the provisions implemented to ensure that data is confidential, accurate, updated and relevant for the declared purposes, applying appropriate security measures pursuant to Article 32 of EU Regulation 679/2016.

Please also note that the processing of personal data shall be carried out in a way that minimises the risk of destruction or loss, including accidentally, of this data, of any unauthorised access or of any processing that is not permitted by and does not comply with the purposes of collection.

## **Purposes of the processing**

The purposes of personal data processing are as follows:

1. to fulfil contractual obligations and pre-contractual activities;
2. to fulfil legal obligations connected to the contractual relationship;
3. organisational and commercial management of the contract (for example, relationships with agents and representatives, contractors for the organisation of any activities to be done with customers);
4. to protect contractual rights;
5. internal statistical analysis;
6. marketing by sending promotional and advertising material on similar products or services to those covered by the existing commercial relationship;
7. information on solvency;

## **Legal grounds for the processing**

Pursuant to Article 6, data shall be processed based on the consent granted by the data subject. Alternatively or in addition to this consent, processing shall be carried out in order to fulfil a contractual/pre-contractual or legal obligation, to protect the vital interests of the person concerned or third parties, to meet a public interest or to exercise public powers, or to pursue the legitimate interest **of the data controller or third parties that overrides the data subject's rights and freedoms.**

## **Nature of the provision of data**

The provision of data and the relative processing are compulsory for purposes No 1 and 2, for fulfilling contractual, legal and tax obligations; the provision of data is also compulsory for purposes No 3, 4, 5 and 7 which refer to carrying out all of the undersigned company's activities that are required and functional for fulfilling contractual obligations; consequently, any refusal to provide data for these purposes may make it impossible for the undersigned company to fulfil these contractual relationships and legal obligations. The provision of data and the relative processing are optional for purpose No 6.

## **Recipients of personal data**

Recipients of personal data may include employees, consultants, partners, temporary agency workers and/or any other natural person who carries out their work based on instructions received from the data controller. Furthermore, for the purposes indicated under points 1, 2 and 4, data may be disclosed to the following subjects or to the categories of subjects indicated below:

- Transport/**logistics** companies and couriers for aspects connected to the shipping of goods and customs practices;
- Banks for handling receipts and payments;
- Financial administrations and other companies or public bodies to fulfil legal obligations;
- Legal firms and companies to protect contractual rights;
- Subjects who carry out technical or organisational tasks on behalf of the data controller, or perform data acquisition, entry, archiving and processing services;
- **Subsidiaries.**

For purpose No 3, data may be disclosed to agents, representatives, brokers working for the undersigned company, **subsidiaries**, contracting companies or self-employed workers and client companies.

For purpose No 5, data shall not be disclosed, except for sharing aggregated and anonymous statistics.

For purpose No 6, generally speaking, data shall not be disclosed outside the company, except for disclosure to the undersigned company's agents or representatives who present or send material in situations pre-authorised by the customer with granted consent.

For purpose No 7, data may be disclosed to business information companies and agencies.

Personal data may also be disclosed to other subjects, where this disclosure is required by a legal or contractual obligation or is necessary in order to conclude a contract.

Subjects who belong to the aforementioned categories shall process data as independent data controllers or as data processors or people authorised for processing, as specifically appointed by the data controller.

Personal data shall not be circulated.

### **Transfer of data to a country that does not belong to the European Union or to an international organisation**

With reference to the purposes under points 1, 2, 3, 4, 6 and 7, please note that data subjects' personal data may be transferred outside the European Union subject to data subjects' specific consent.

In the absence of consent, data may be transferred to third countries for which an adequacy decision has been made by the EU Commission pursuant to Article 45 or for which adequate guarantees have been provided pursuant to Article 46 of Regulation 679/16.

### **Data retention period**

All personal data processed for the aforementioned purposes shall be stored in accordance with the principles of proportionality and necessity for the time strictly required to fulfil the contract and to comply with legal obligations.

Personal data shall normally be stored as long as there is a contractual relationship with the data controller, without prejudice to the needs to collect receivables and to manage data in cases of potential disputes or complaints.

Please note that the data collected shall not/shall be subject to an automated decision-making process.

### **Withdrawal of consent**

Pursuant to Articles 7 and 13, paragraph 2, letter c, data subjects may, at any time, withdraw their consent granted for the processing of personal data.

In particular, data subjects may withdraw their consent for the purposes of marketing, analysis of preferences and communication to third parties or they may object to the use of the legitimate interest by the data controller.

Withdrawal of consent does not affect any processing carried out before this time.

### **Data subject rights**

Data subjects have the right to obtain confirmation of the existence or otherwise of their personal data, even if not yet recorded, and that this data must be communicated in an intelligible form and the possibility of making a complaint to the Supervisory Authority.

Data subjects have the right to obtain information on:

- the source of their personal data;
- the purposes and methods of the processing;
- how the processing is done if electronic tools are used;
- the identity of the data controller, the data processors and the designated representative;
- the subjects or categories of subjects to whom personal data may be disclosed or who may come across this data in their capacity as the designated representative of the State, data processors or people in charge of processing.

Data subjects have the right to:

- update, correct or, where relevant, supplement their data;
- cancel, anonymise or block any data being processed illegally, including any data being stored without good reason to the purposes for which it was collected or subsequently processed;
- obtain confirmation that the parties to which the data has been disclosed or circulated have been notified of the operations specified under the previous two points, including their content, except in the case where this notification proves impossible or requires the use of methods clearly disproportionate to the right being protected;
- data portability, if the processing is carried out by automated means.

Data subjects have the right to object, wholly or in part:

- on legitimate grounds, to the processing of their personal data, even if this data is relevant to the purpose for which it was collected;
- to the processing of their personal data for the purpose of sending advertising or direct sales material, or for carrying out market research or commercial communications.

These rights may be invoked in accordance with the conditions and limits set out under Articles 12 and 23 of EU Regulation No. 679/2016.

Further information on the processing and disclosure of the data provided directly or otherwise acquired may be requested from the **Administration** Office at the company's head offices.

This notice naturally does not mean that other information may not be provided, including orally, to data subjects when data is collected.

Date \_\_\_\_\_

**Emiliana Imballaggi S.p.A:**