

## Information Pursuant to Article 13 of EU Regulation 679/2016 (General Data Protection Regulation)

This information (**information**) is focused on the treatment of personal data of our customers and/or potential customers and/or suppliers of Technoform Bautech Italia S.p.A. who have a current or may develop a business relationship with the data Controller as described below.

### 1. Data Controller

For the purposes of the information, the owner of the treatment is Technoform Bautech Italia S.p.A., based in Lainate (MI) in Via Settembrini, 80, enrolled in the Registry of Companies in Milan no. 184951/1998 - REA no. 1562624, CF 02264970126 - P.IVA 12483790155 (**Controller**).

### 2. Data processed

Your personal data (for example, name, surname, company name, address, telephone number, email address, bank account and payment details) provided to us and processed at the time the contracts with the Controller are concluded, also in a pre-contractual stage - is limited to the necessary one for the creation, managing, enforcement and conclusion of the business relationship with the Controller (generally described as **Data**).

### 3. Purpose and legal basis of the information in compliance with UE-Regulation 2016/679

The legal basis of your data processing is the performance of the business relationship with the Controller and the fulfilment of the legal obligations and/or European regulation.

The legal basis of your data processing is stated here below:

Article 6, paragraph 1, letter b): data is processed for contractual aspects related to the business relationship with the Controller and the party concerned.

Article 6, paragraph 1, letter c): the treatment is necessary to fulfil a legal obligation to which the data Controller is subjected.

All your personal data will be processed with the exclusive aim to properly implement your business relationship with the Controller, and in details for the purposes listed here below:

- (i) Termination of the contracts for the services rendered to the Controller for the delivery of the services and the sale of the products;
- (ii) To comply with the pre-contractual and fiscal obligations arising from the existing relations;
- (iii) Operational, managerial, and accounting needs, including the possible submission of invoices by e-mail, and in general to comply with the obligations arising from laws or regulations, in particular concerning taxation. Those needs can be carried out by sending electronic mails.
- (iv) Exercise the Controller's rights, for example its right of defence before the courts.

Your data will also be processed, with your expressed consent, for:

- (v) Marketing activities, sales and commercial communications, including newsletters and advertising material distributed by e-mail or on technological platforms.

The processing will be considered legitimate if based on the expressed consent for the identified conditions.

## 4. Data processing modalities

Data will be processed by employees and/or cooperators of the Controller, exclusively selected as authorized persons to process data ex article 29 GDPR (such as for example: people in charge of human resources, legal office, administrative department, compliance and risk management and IT services) or external entitled people for data processing as indicated in article 28 of GDPR, whose names will be available at request to the Controller.

The Controller and third parties cooperating with the Controller itself can process the data manually or by using electronic or automated means, following specific rules related to the final purposes always in a way that ensures the security and the confidentiality of the data. With regards to this, the Controller states to have conducted a careful analysis of the security risks and to have taken all reasonable measures within the meaning of Article 32 of EU GDPR, as well as to have carried out “a proper impact survey related to the protection of personal data” in compliance with article 35 of EU GDPR.

## 5. Data communication (the recipients)

Data can be communicated to third parties only whether necessary for the creation, management, performance and conclusion of the contract with the Controller.

The third-party recipients of the data, independent holders of treatment or particularly appointed as responsible of the treatment, belong to the following categories:

- a) Subjects who, independently or in favour of the Controller, conduct technical and organisational tasks or professional/advisory assistance, especially external accountants and payroll processing, notaries and legal professionals, software infrastructure managers used locally by the Controller or abroad by the sister companies of the Technoform Bautech group as internal or external authorised and/or responsible of the processing and/or system administrators;
- b) Third companies or other subjects (such as credit institutions, professionals, advisors, insurance companies for provision of insurance services) that conduct their activities on behalf of the Controller as external representatives of the treatment;
- c) Supervisory bodies, judicial, public security authorities, also those subjects that legally have to receive the communication for specific purposes connected to the fulfilment of the mentioned functions;
- d) Professionals or professional bodies;
- e) The data could also be distributed to third parties (for example, MailUP service, Growens S.p.A.) to carry out marketing activities, sales communications and promotional activities, including newsletter and promotional material by e-mail.

## 6. Dissemination of data.

Data will not be disseminated, if not in anonymous form.

## 7. Period of data retention

Data are processed only for the time strictly necessary to fulfil the purposes for which they are collected and, the period of retention will not exceed 10 years after the termination of the business relationship with the Controller, except for fiscal and/or security controls and/or due to obligations coming from the law applicable to the Controller, that will define the period of retention following the current valid tax rules. Data processed for marketing purposes will be stored for a period no longer than 2 years after their collection.

## 8. The rights of the interested party referred to in Chapter III of EU Regulation UE 2016/679

The individuals whom personal data refer to have the right all time to: (I) receive the confirmation of the existence or otherwise of personal data concerning; (II) to know the purpose and means of processing data, the recipients of data and the retention period; (III) obtain the rectification or the cancellation, when applicable, the limitation on handling (IV) to object the processing; (V) whenever applicable, receive a structured format of common use and clearly legible by automatic device, the data involving them provided to the Controller and transmitting such data to another data Controller with no impediments from the Controller; (VI) to lodge a complaint to the personal data protection authority.

You can contact Technoform Bautech Italia SpA to assert the abovementioned rights sending an e-mail to: [privacy.oisit@technoform.com](mailto:privacy.oisit@technoform.com).

You could always report to the Privacy Guarantor in Italy for the legal protection of their rights referred to article 77 of GDPR.

## 9. Privacy contact persons and subjects who may gain knowledge of the personal data

Privacy contact persons are Adalberto Banfi e Raffaella Galli, domiciled in this function at the registered office of the company. Regardless, the updated list of processors is at their complete disposal at company's registered office, data Controller.

Consistently with the overall purpose and scopes listed, personal data might be disclosed to the personnel of the company entitled to the administrative and IT management and the people entrusted with the processing of their personal data for one of the purposes set out in this information.

## 10. Conseguenze della mancata comunicazione dei dati personali

As per your personal data related to the performance of the contract that you are party or to the fulfilment of a legislative obligation (such as compliance to the accounting and fiscal records), failure to communicate the data prevents the contractual relationship from coming into existence. Failure to communicate data related to the marketing activities, will prevent the disclosure of the newsletter.

## 11. Consent to the Data processing

Data processing for purposes described in art. 3 (v) e 5 (e) requires your consent.

Having read the information given

- To receive the promotional communication for marketing purposes, also by e-mail

☐ I give my consent ☐ I deny my consent

- To communicate your data to MailUP

☐ I give my consent ☐ I deny my consent

Lainate, \_\_\_\_\_

Name and surname \_\_\_\_\_

Signature for consent \_\_\_\_\_