

Disclosure of personal data processing

(Artt. 13-14 Regulation EU 2016/679 on the protection of natural persons with regard to the processing of personal data - "GDPR")

Dear Supplier ("Interested"),

In compliance with the requirements of the EU Regulation 2016/679, the Data Controller (**Opus automazione spa**), in order to activate and manage the relationship between the parties, informs you on what are the purposes and methods of processing personal data collected, their scope of communication and dissemination, in addition to the nature of their contribution.

❖ **Source and type of personal data processed**

Personal data means the data subject to processing related to your person, in the possession of the Data Controller or that will be requested later or communicated by third parties, specifically: identification and contact data (company name, that is for people physical, name, surname, address, telephone, mail, bank account details, ...); images (video surveillance footage). The same are provided by the interested party directly.

❖ **Purpose of the processing**

Personal data are collected and processed for the following service purposes:

1. execution of contractual or legal relationships with you concluded or to be concluded, and of the related commitments;
2. fulfillment of the legal obligations connected to the aforementioned relationships;
3. organizational management of any existing relationship;
4. possible external professional collaborations for the fulfillment of legal obligations;
5. protection of legal transactions;
6. purposes of security and protection of company assets (for filming video surveillance);
7. Institutional communications and strictly connected to the subject of the relationship.

❖ **Processing methods and data retention period**

The treatments, carried out with paper and electronic means, are based on principles of correctness, lawfulness, transparency and protection of your privacy and your rights, guaranteeing adequate security measures. No profiling of the data of the data subject is envisaged. Personal data concerning you, purchased at the beginning and during the course of the report, will be kept for a period of time no longer than necessary for the purposes for which they were collected and processed; in any case they will be kept for a maximum of 10 years from the termination of the relationship, for the fulfillment of legal obligations.

❖ **Categories of recipients of data and the obligation of confidentiality**

Your data may be known by our employees / collaborators authorized to the processing and / or by companies or professionals of our trust who perform on our behalf, after appointment and confidentiality agreement, as data controllers, some technical and organizational activities, such as, but not limited to: administrative, accounting and tax services, advice and legal assistance, consultancy and IT assistance (management and maintenance of infrastructures and supply or assistance of information technology, etc.).

Your data may also be disclosed to the following categories of subjects: banking institutions for the management of receipts and payments, public administrations or competent authorities and / or Supervisory Bodies for the fulfillment of legal obligations or for their institutional purposes; professionals qualified to study and / or resolve any specific problems that may arise during the course of the relationship. Your data will not be subject to disclosure.

As part of the processing carried out, your data may be transferred to third countries as a result of the use of cloudcomputing resources for data storage and storage. In such cases your data will be protected through the use of encryption techniques, pseudonymisation or encryption. In no other case is extra-EU data processing.

❖ **Rights of the interested party**

According to Articles 15 to 22 and art. 13 the EU 2016/679 Regulation guarantees the following rights at any time

- a) access to personal data and all information concerning the processing of personal data concerning you; (Article 15)
- b) to obtain the correction of inaccurate personal data; (Article 16)
- c) to obtain the correction of inaccurate personal data; (Article 16)
- d) to obtain the limitation of the treatment if the conditions are met; (Article 18)
- e) receive personal data concerning you in a structured format, commonly used and readable by an automatic device; in case of exercise of this right, it will be his / her right to request that the data controller transmit the aforementioned data directly to another data controller; (Article 20 - Portability of data)
- f) to oppose the processing of personal data concerning you; (Article 21)
- g) to withdraw consent at any time if it is the legal basis of the processing; in this case all the activities performed before the revocation will remain valid and effective;
- h) to lodge a complaint with the data protection authority for the protection of your personal data and rights.

Opus automazione s.p.a.

Via del Fonditore n. 845 – 58022 - Follonica (GR)

P. IVA e C.F.: 01133740538

Mail: mpetrucci@opus-automazione.it – sito www.opus-automazione.it

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Requests to exercise your rights under the GDPR and any revocation of the consent given maybe sent by email to the Data Controller at any time, without prejudice to the lawfulness of the processing. Any further information may also be requested from the holder.

- ❖ **Data controller:** The **data controller** is Opus automazione s.p.a., P.IVA e C.F. 01133740538, Via del Fonditore n. 845, 58022 - Follonica (GR), Tel. 056658619; mail: mpetrucci@opus-automazione.it.
The updated list of data processors maybe consulted by submitting a written request to the Data Controller referred to above.

Consent to the processing of personal data

Pursuant to art. 6 of Regulation 2016/679 consent to the processing of the aforementioned personal data is not necessary as they are collected to comply with legal obligations, for the execution of obligations arising from the contract or for the pursuit of the legitimate interest of the data controller . A refusal to give the data will necessarily imply the termination of any relationship not allowing the correct processing of data.

The interested party by signing the signature at the bottom of this form, expresses its express consent to the processing of data, within the scope of the purposes and procedures set out above and within the limits in which consent was required pursuant to the law.

The interested party also declares to have received all the information pursuant to EU Regulation 2016/679 referred to in Articles 13 and 14 and the communications referred to in Articles 15 to 22 and Article 34 concerning the treatment in a concise, transparent form, intelligible and easily accessible, with a simple and clear language.

Follonica, ____/____/____

The interested

SIGNATURE

NAME AND SURNAME – FISCAL CODE

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