

Model of information for the treatment of personal data of suppliers

Dear Sir/Madam,

We need to deal with information concerning you, your personal data for the purposes indicated below, to this end, as prescribed by European legislation for the protection of personal data (European Regulation 679/2016), we provide the following information.

1. Holder/data processor and data protection officer.

The holder/data processor, i.e. the subject which makes decisions with regard to the aims, methods and security of personal data, is OMA SpA, with head office in Via Cagliari 20, 06034 Foligno (PG).

2. Purpose and legal basis of the treatment.

The personal data you provide and that will be collected in the course of the provision of services that you paid will be treated for the purpose according to the legal basis indicated below:

PURPOSE <i>(Why we treat your data)</i>	LEGAL BASIS <i>(On the basis of which provision of the law we treat them.)</i>	THE CONSEQUENCES IN THE CASE OF REFUSAL TO TREATMENT <i>(What happens if you refuse to provide personal information and/or to authorize the treatment)</i>
To effectively manage its relationship in all its contractual aspects	Art. 6(b) the treatment is necessary for the performance of a contract to which the data subject is party or the implementation of precontractual measures taken at the request of the same.	No consent is required, if you refuse to confer data we will not be able to give you the contract
For bound fulfilments with legal obligations in administrative matters of taxation and tax	Art. 6(c) processing is necessary for compliance with a legal obligation to which it is subject to the holder of the treatment.	No consent is required, if you refuse to confer data we will not be able to give you the contract
Assert or defend a right in judicial proceedings (breach of contract, caveats, transactions, credit recovery, arbitration, litigation)	Art. 6(f) the treatment is necessary for the pursuit of a legitimate interest of the holder of the treatment or of third parties, provided that they do not outweigh the interests or the rights and freedoms of the data subject which require protection of personal data, in particular if the person concerned is a minor.	No consent is required, if you refuse to confer data we will not be able to give you the contract

3. Recipients and categories of processed data.

The personal data you supplied or acquired in the course of the provision will be handled exclusively by personnel for the purpose authorized or responsible of the treatment designated for the purpose.

In addition to the persons entitled to the law, your data may be communicated only to those subjects which you authorize, in particular the categories of data and recipients will be the following:

PURPOSE	DATA CATEGORY	RECIPIENTS
Tax accounting obligations	Identification, contractual details	Companies and professionals of the tax accounting sector
Shipment of goods	Identification, contractual details	Shipping and delivery
Invoice collection	Identification, contractual details	Credit institutions
Protection in the event of breach of contract	Identification, contractual details	Companies and professionals, responsible in credit recovery and any litigation
Computer System Maintenance	Identification, contractual details	Computer system maintenance technicians

4. Transfer Abroad

Your personal data will not be transferred outside the European Union.

5. The period of storage of personal data and criteria used

Personal data will be collected in the documents whose conservation is established coherently with the purpose of processing as summarized below.

DOCUMENT	DURATION OF CONSERVATION
Contract	10 years from the termination of the contract
Invoices	10 years with effect from the emission

6. Rights of the interested party.

The Regulation recognizes the following rights that you may exercise against and against each joint proprietor. A complete extract of articles of the law that follow is set out in the Annex.

- Right of access: Art. 15 of the European Regulation allows you to obtain from the holder/data collector confirmation, whether or not it concerns data being treated, and in this case obtain access to such data.
- Right of Reply: Art. 16 of the European Regulation allows you to obtain from the holder/data collector the rectification of incorrect personal data that concerns you without undue delay. Taking into account the purposes of processing, the interested party has the right to obtain the integration of incomplete personal data, also providing a supplementary statement.
- Right of cancellation: Art. 17 of the European Regulation allows you to obtain from the holder/data collector the cancellation of your personal data without undue delay if one of the reasons provided for by the law exists.
- Right of limitation: Art. 18 of the European Regulation allows you to obtain from the holder/data collector the limitation of treatment when one of the hypotheses provided by the standard occurs.
- Right of opposition: Art. 21 European Regulation allows you to object at any time for reasons related to your particular situation, the treatment of personal data that concerns you within the meaning of Article 6, paragraph 1(e) or (f), including profiling on the basis of these provisions.
- Right to portability: Art. 20 European Regulation allows you to receive in a structured format, of common use and readable by automatic device personal data concerning you provided to a holder/data controller and has the right to transmit such data to another holder/data controller without hindrance from the part of the data controller which it has provided in accordance with the conditions provided for by the law.
- Right of withdrawal of consent: Art. 7 of the European Regulation allows you to revoke your consent at any time. The withdrawal of consent does not affect the lawfulness of the treatment based on consensus before revocation.
- Right of complaint: Art. 77 European Regulation, if you believe the treatment which relates to you violates the rules, you recognize the right to lodge a complaint to a supervisory authority, in particular to a State member in which you normally reside, work or the place where the alleged violation occurred.

7. More information

More information, our privacy policy and this information are available on our website www.omafoligno.it/privacy-policy.

A complete extract of articles of the law referred to above is available at OMA SpA - IT Office, Via Cagliari 20, 06034 Foligno (PG) - Italy. This office will be able to provide all the explanations that you might need about exercising your rights; requests can be submitted in writing, accompanied by a valid document of recognition, at privacy@omafoligno.it.

8. Collaboration

Data protection that concern you and the compliance with the principles provided for by the law, with particular reference to the principle of transparency, are for us values of primary importance, we will be grateful if you would help report any misunderstandings of this document or suggesting improvements at the references of the holder as indicated above.

Date/Place

Signature
