

## **Privacy notice suppliers pursuant to art. 13 of European Regulation no. 2016/679 (General Data Protection Regulation - GDPR)**

Pursuant to Art. 13 of EU Regulation no. 2016/679 "GDPR", the company CTP TEAM S.r.l., in its capacity as Data Controller, informs you that your data will be processed with the methods and for the purposes set out below:

### **1. Processing methods**

The personal data you supply will be processed by the Data Controller on paper and computer. For the purposes of this privacy notice, "Data" means those relating to individuals processed by the Data Controller for the stipulation and execution of the contractual relationship with the supplier, for example the name, surname, tax code, identity document number, domicile, telephone number, email address of the legal representative of the supplier who signs the contract in the name and on behalf of the latter and of the employees / consultants of the supplier involved in the execution of the activities referred to in the contract.

### **2. Purposes of processing**

Your personal data will be processed without your prior express consent pursuant to Art. 6 (1) point b) GDPR for the following purposes:

- to fulfil pre-contractual and contractual obligations deriving from the service supplied by you to the Data Controller;
- to fulfil obligations laid down by law, regulations, Community legislation or an order of the Authority;
- to exercise the rights of the Data Controller, including for the defence of legal claims.

Your personal data are processed by carrying out the operations indicated in Art. 4(1) point 2) GDPR, namely: collection, recording, organisation, storage, consultation, processing, alteration, selection, retrieval, comparison, use, interconnection, block, communication, erasure or destruction of data. Your personal data are subject to both paper and electronic and/or automated processing.

### **3. Storage**

The personal data supplied for the above purposes will be kept for the entire duration of the contract and for 10 years after termination thereof for accounting and tax purposes, as per current legislation.

### **4. Access to personal data**

Your data may be made accessible for the above purposes:

- to the Data Controller's employees and collaborators, in their capacity as designated subjects
- to external parties for accounting, tax and payment management purposes
- to suppliers, hardware and software technicians engaged in outsourced activities on behalf of the Data Controller
- to consulting firms whose collaboration the Data Controller avails itself of.

### **5. Data communication**

The Data Controller may communicate your data for the purposes referred to in Art. 2 to supervisory authorities and the Courts where required by law and without your express consent pursuant to Art. 6(1) points b) and c) GDPR. Your data will not be disclosed.

## 6. Data transfer

Your personal data will be managed and stored on servers located in the European Union. Your data will not be transferred outside the European Union.

## 7. Nature of data supply and consequences of refusal

The supply of data for the purposes referred to in Art. 2 is required. In their absence, we will not be able to ensure the proper management of our contractual relationship.

## 8. Rights of the data subject

As a data subject, you have the rights set out in Art. 15 GDPR, namely the right to:

- I. obtain confirmation as to whether or not personal data concerning you are being processed;
- II. obtain information on: a) the source of personal data; b) the purposes and methods of processing; c) the logic applied in case of processing carried out with electronic means; d) the identification details of the data controller, processors and designated representative pursuant to Art. 3(1) GDPR; e) the recipients or categories of recipients to whom personal data may be communicated or who may acquire them in their capacity of designated representative in the State's territory, processors or persons in charge of processing;
- III. obtain: a) the updating, rectification or, when interested, integration of data; b) the erasure, transformation into anonymous form or blocking of data processed unlawfully, including data whose storage is unnecessary for the purposes for which the data were collected or subsequently processed; c) certification to the effect that the operations as per letters a) and b) have been notified, also with regard to their contents, to the entities to whom the data have been communicated or disseminated, unless this requirement proves impossible or involves a manifestly disproportionate effort compared with the right that is to be protected;
- IV. object, in whole or in part: a) on legitimate grounds, to the processing of personal data concerning you, even if pertinent to the purpose of collection; b) to the processing of personal data concerning you for the purpose of sending advertising or direct sales material or carrying out market research or commercial communications. Where applicable, you also have the rights granted by Articles 16-21 GDPR (Right to rectification, right to be forgotten, right to restriction of processing, right to portability of contractual and raw navigation data, right to object), as well as the right to lodge a complaint with the Supervisory Authority.

## 9. Procedure for the exercise of rights

You can exercise your rights at any time by sending an email or a registered letter with return receipt to the Data Controller's address.

## 10. Data Controller

The Data Controller is the company:

**CTP TEAM S.r.l.**

**Via Stezzano n. 87**

24126 – Bergamo

[info@ctp.mi.it](mailto:info@ctp.mi.it)

Latest updated: Bergamo, April 08th 2020