

## **T4 – T5 Data Processing - Suppliers – Personal data Processing Policy pursuant to EU Regulation 2016/679**

The Company “LEONCINI SRL”, with head office in Via Confine 4 Colà di Lazise VR, email address: [privacy@leoncini.com](mailto:privacy@leoncini.com), in its capacity as “Data Controller” (hereinafter “Controller”) of your personal data of which the Controller came into possession (hereinafter, globally, also “Data”), of which you are the “Data Subject”, in accordance with the EU Regulation 2016/679 (hereinafter “Regulation”), provides you with the following information in accordance with art. 13 of the Regulation.

### **1. PROCESSING PURPOSES:**

#### **T4 (Suppliers – invoicing)**

- a. Comply with the obligation envisaged by the administrative, accounting and tax regulations in force.
- b. Ask, when required, for advice, consultancy, quotations, cost estimates, etc., related to the existing supply relationship and in connection with its company's name
- c. Make payments by means and bank data as specified by you.

#### **T5 (Suppliers – cost estimates)**

- d. Ask for and file quotations and cost estimates for goods and services.

### **2. MANDATORY AND OPTIONAL NATURE OF DATA PROVISION AND CONSEQUENCES IN THE EVENT OF FAILURE TO PROVIDE**

Provision of your personal data for the purposes of items 1.a, 1.b, 1.c is mandatory.

Be informed, consequently, that any denial to provide this data, as a whole or in part, may result in the impossibility, by the undersigned, to establish a contractual and business relationship with you and/or to execute it.

Provision of personal data for the purposes of item 1.d is optional and failure to give consent shall have no consequences on the provisions under items 1.a, 1.b, 1.c of this policy except for the impossibility of drawing up quotations and cost estimates as you yourself requested.

### **3. METHODS OF PROCESSING**

Data shall be processed by internal and external persons in charge and processors authorized by the Controller and who have been given specific instructions. These persons in charge shall use tools and media – hardcopy, magnetic, digital, computerized or electronic – appropriate to ensure data security and confidentiality and suited to store, manage and electronically transmit the data.

### **4. COMMUNICATION AND DISCLOSURE OF PERSONAL DATA FOR PURSUIT OF THE MAIN PURPOSES OF DATA PROCESSING**

Data shall not be disclosed but may be notified to any other third party when this communication is mandatory by law.

The following list gives categories of subjects that may become aware of the personal data of the data subject in their capacities as data processors or persons in charge:

- a. Internal and external persons in charge and/or processors identified by the Controller and who have been given specific instructions.
- b. Subjects to whom this transfer is necessary (even according to the law) or functional for carrying out the activities of the undersigned company such as, for example, carriers, shipping companies, etc.

### **5. DATA TRANSFER TO NON-EU COUNTRIES**

- a. Transfer by the Controller of data provided by the EU data subject to countries which do not belong to the EU is not foreseen. It is evident that documentation related to business relationships with non-EU data subjects shall necessarily require transfer of data to these countries.

### **6. DATA RETENTION PERIOD**

- a. Data shall be retained as required by existing tax and accounting regulations.

### **7. DATA SUBJECT'S RIGHTS**

The data subject enjoys the following rights:

- a. The right to access his/her own personal data.
- b. The right to have his/her data rectified or deleted or impose limits to processing that concerns him/her.
- c. The right to oppose processing.
- d. The right to data portability.
- e. The right to withdraw consent (except for cases of compliance with the requirements of the law or to perform a task of public interest or connected to the exercise of public powers with which the controller is invested).
- f. The right to put forward complaints to the supervisory authority or the Data Protection Authority [www.garanteprivacy.it](http://www.garanteprivacy.it).

### **8. CONTACTS**

In order to exercise your rights and for any information you can contact the controller at the following address:

Via Confine 4 – 37017 COLA' DI LAZISE VR, tel. 045 6459111, email address: [privacy@leoncini.com](mailto:privacy@leoncini.com) .