

Privacy notice pursuant to Article 13 GDPR for data collected directly from the data subject

Dear Supplier

The European Regulation on the protection of personal data (GDPR), Article 13(1), requires that the data subject be informed, in the event of direct collection of their data, of the essential elements of the processing, as specified in §1, letters a–f.

We hereby fulfil this obligation by informing you that:

1-A) The Data Controller is *Officina Meccanica Gualco di Gualco Mario*, located in Erba (CO), Via Cascina California 34/36, 22036.

Email: info@officinegualco.com

Pec: gualco.mario@legalmail.it

Telephone: 031 642140

1-C) The data are collected for the following purposes:

- fulfilment of obligations arising from a contract to which you are a party, or to take steps at your request prior to entering into a contract;
- compliance with legal, regulatory, or EU obligations;
- supplier management (supplier administration; administration of contracts, orders, deliveries, invoices; selection based on company needs);
- possible management of disputes (contractual breaches; formal notices; settlements; debt recovery; arbitration; legal disputes);

The legal basis for processing is:

- contractual or pre-contractual necessity;
- legal obligations to which the Data Controller is subject;

1-C.1) Categories of personal data processed:

- personal data;

1-E) Recipients or categories of recipients who will process the personal data as processors or, acting independently, as separate Data Controllers:

- postal services or other correspondence delivery companies
- banks and credit institutions;
- debt recovery companies;
- law firms;
- insurance companies;
- IT maintenance/repair companies;
- professional firms and/or companies and/or business associations providing accounting and/or tax services;
- public authorities

Additional information necessary to ensure fair and transparent processing

2-A) Data retention period for personal data stored in our databases:

Prospective suppliers (data of natural persons, certain data relating to partnerships, data of legal persons relating to their employees, collaborators, or related third parties):

pre-contractual processing at the request of the data subject aimed at drafting a contract or commercial offer:
maximum 3 years

Suppliers (data of natural persons, certain data relating to partnerships, data of legal persons relating to their employees, collaborators, or related third parties):

- contractual obligations: 10 years
- data potentially processed in the context of disputes: until the conclusion of any dispute
- legal obligations: 10 years from the date of the last entry pursuant to Art. 2220 of the Italian Civil Code

2-B) You are informed of your right to request access to your personal data, rectification, erasure, restriction of processing, objection to processing, and data portability;

2-D) You have the right to lodge a complaint with a supervisory authority.

2-E) The provision of your data:

- is mandatory by law; therefore, failure to provide such data will make it impossible to perform the contract;
- is a necessary requirement for entering into the contract; therefore, failure to provide such data will make it impossible to perform the contract.

Erba

Date _____

Officina Meccanica Gualco di Gualco Mario

Acknowledgement of receipt

To: Officina Meccanica Gualco di Gualco Mario

I, the undersigned, _____,
declare that I have received today the information pursuant to Art. 13 of EU Regulation 2016/679 (GDPR)
regarding the purposes of processing.

Date and signature for acknowledgement of receipt