

PRIVACY NOTICE FOR SUPPLIER INDIVIDUALS AND INDIVIDUAL ENTREPRENEURS

PROMOSFERA S.R.L.

(pursuant to Regulation (EU) 2016/679 – GDPR)

This privacy notice is provided by Promosfera S.r.l., with registered office in Casorate Sempione (VA), Via XXV Aprile 56, 21011, VAT no. 02250050024, in its capacity as Data Controller (hereinafter, “Promosfera” or “the Company”).

For any matter relating to the processing of personal data, Promosfera may be contacted at: info@promosfera.com, tel. 338 3100115.

1. SUBJECT MATTER OF THE PROCESSING

This privacy notice concerns the personal data of natural persons or individual entrepreneurs who enter into contractual or pre-contractual relationships with Promosfera, or who contact the Company to request quotations or information.

Data are processed for the management of the contractual relationship with the Supplier, for compliance with legal obligations, and for the protection of the Data Controller’s rights.

2. TYPES OF DATA PROCESSED

Promosfera processes only ordinary personal data, including:

- personal and identification data (name, surname, tax code, address, date and place of birth);
- contact details (telephone number, email address, certified email, if applicable);
- tax and banking data (IBAN, payment details);
- any data contained in contractual documents, information requests or correspondence with Promosfera.

No special categories of data within the meaning of Article 9 GDPR (health data, genetic, biometric, religious, political or trade-union data), nor judicial data within the meaning of Article 10 GDPR, are processed.

3. PURPOSES AND LEGAL BASIS OF THE PROCESSING

Personal data are processed for the following purposes:

- performance and management of contractual or pre-contractual relationships with the data subject (Art. 6(1)(b) GDPR);
- compliance with legal, accounting and tax obligations to which Promosfera is subject (Art. 6(1)(c) GDPR);
- protection of the Data Controller's rights in judicial or extrajudicial proceedings (Art. 6(1)(f) GDPR – legitimate interest);
- sending of informative or promotional communications relating to Promosfera's own initiatives, only with the data subject's explicit consent (Art. 6(1)(a) GDPR).

4. PROCESSING METHODS

Personal data are processed using electronic and paper tools, in compliance with the principles of lawfulness, fairness, transparency, minimisation and security set out in the GDPR.

Access to data is granted only to authorised personnel belonging to the Administration, Management, IT and Project Management areas, as well as to external entities designated as Data Processors pursuant to Article 28 GDPR.

Promosfera implements adequate technical and organisational security measures, including: multi-factor authentication for server access, antivirus and firewall systems, regular backups, access control to premises, and storage in locked cabinets.

5. DATA DISCLOSURE

Personal data may be disclosed, strictly within the limits necessary for the purposes described above, to:

- tax and legal consultants, accountants and labour consultants;
- IT providers and cloud service providers (Microsoft, Foreach S.r.l., Keliweb, etc.);
- banking institutions for payment management;
- public and administrative authorities, when required by law;
- technical partners and companies engaged for the management of prize promotions, appointed as Processors or Sub-processors.

The updated list of external Data Processors is available upon request at the above address.

6. TRANSFERS OF DATA TO THIRD COUNTRIES

Some IT service providers (e.g., Google, Microsoft) may carry out processing operations involving the transfer of data to third countries.

Such transfers are carried out in accordance with Articles 44 et seq. GDPR, based on the European Commission's Adequacy Decision of 10 July 2023 (Data Privacy Framework) or, where this does not apply, through Standard Contractual Clauses (SCCs) approved by the European Commission.

7. MANDATORY NATURE OF DATA PROVISION

Providing the personal data indicated above is mandatory for the establishment, management and continuation of the contractual relationship, as well as for compliance with legal obligations.

Failure to provide such data makes it impossible to perform the contract or to provide the requested services.

Providing data for marketing purposes is optional and subject to the data subject's explicit consent.

8. DATA RETENTION

Personal data are retained for the following periods:

- for the entire duration of the contractual relationship;
- for 10 years after termination of the relationship, for civil, tax and evidentiary purposes;
- for marketing purposes, until the withdrawal of consent by the data subject.

At the end of the retention periods, data are deleted through a simple deletion procedure from IT systems and paper archives.

9. RIGHTS OF THE DATA SUBJECT

With regard to the processing of the above data, the Supplier – as data subject – has the right to obtain from the Data Controller, where applicable:

- confirmation of the existence of their personal data and access to them (Art. 15 GDPR);
- rectification or integration of inaccurate or incomplete data (Art. 16 GDPR);
- erasure of data (“right to be forgotten”) or restriction of processing (Arts. 17 and 18 GDPR);
- notification to recipients of any rectification, erasure or restriction (Art. 19 GDPR);
- data portability in a structured format (Art. 20 GDPR);
- withdrawal of consent at any time, where given (Art. 7(3) GDPR);
- objection to the processing for legitimate reasons (Art. 21 GDPR);

- the right not to be subject to automated decision-making, including profiling (Art. 22 GDPR).

To exercise these rights, the data subject may write to: info@promosfera.com.

The data subject also has the right to lodge a complaint with the Italian Data Protection Authority (Piazza Venezia 11, 00186 Rome – www.garanteprivacy.it – garante@gpdp.it) or to bring proceedings before the ordinary judicial authority.

10. AUTOMATED DECISION-MAKING

The Data Controller does not make use of automated decision-making processes, including profiling, pursuant to Article 22 of Regulation (EU) 2016/679.

Any assessments connected with contractual relationships or supplier selection are carried out with direct human involvement.

11. AMENDMENTS TO THIS PRIVACY NOTICE AND PRESUMPTION OF AWARENESS

As data protection regulations are constantly evolving, this privacy notice may be subject to changes or updates, which will be communicated through publication or direct notification.

The most up-to-date version of the notice is presumed to be known.

Promosfera S.r.l.