PRIVACY NOTICE ON THE PROCESSING OF PERSONAL DATA

(Italian Legislative Decree No. 196/2003 and Regulation (EU) 2016/679 on data protection - GDPR)

Pursuant to Article 13 of European Regulation (EU) 2016/679 (hereinafter the “GDPR”), and with reference to the personal data that the Company will come into possession of, we hereby provide the following information:

Data Controller and Data Protection Officer

The Data Controller is Consult.Trad S.r.l.s., Tax Identification Number and VAT Identification Number: IT02204230896, with registered and operational office at Via Grotta Santa, 120 - 96100 SIRACUSA (SR), Italy. The Data Controller may be contacted by e-mail at: info@consult-traduzioni.com.

The Data Controller has not appointed a Data Protection Officer (DPO).

The person delegated by the Data Controller for the processing of personal data covered by this notice is Dr Claude Moschelli, e-mail: Dr Claude Moschelli.

Personal data processed

The data you transmit concerning your personnel involved in the performance and management of contracts with the Company, including first name, surname, contact details, e-mail addresses, professional qualifications where relevant, any data relating to wages and contributions paid and to the regularity of social-security contributions concerning personnel employed by you to provide services to the Controller, where such data are necessary to carry out checks on compliance with worker-protection provisions included in procurement contracts, as well as any data concerning legal representatives, including any judicial data required by law (hereinafter the “Data Subjects”), whether provided directly by you or obtained from public sources (e.g. Chambers of Commerce), will be processed by the Controller in accordance with the Regulation, national legislation and any measures issued by the Supervisory Authority, where applicable.

In addition, for compliance with requirements under tax, fiscal, social-security and welfare legislation, information relating to income, contributions and economic circumstances may be requested.

Where suppliers, customers or contacts are natural persons, in addition to the data referred to above, data relating to invoicing and payments (including VAT number and tax identification number), banking data, registration with professional bodies or registers, and economic or financial data (e.g. financial statements) may also be processed.

In all cases, data will always be collected directly from the Data Controller.

Purposes of data processing

The processing of Data Subjects’ data is carried out by the Controller in the course of its economic and commercial activities for purposes connected with the possible selection, establishment, management and proper and complete performance of the contractual relationship (including management of the pre-contractual relationship and/or inclusion in the Company’s registers and lists). In particular, data will be processed for:

- compliance with legal obligations (e.g. tax, social-security, accounting and financial obligations, obligations arising from the rules governing procurement contracts and occupational health and safety);
- opening the administrative record for the supplier, customer or contact;
- administrative management of contracts, including management of payments and invoices;
- management of any disputes;
- performance of internal checks (security, productivity, service quality, asset integrity) and certification;
- creating an address list for sending any communications.

Data Subjects’ data may also be processed for periodic activities aimed at assessing compliance with the ethical and legal requirements established by the Controller in its Code of Ethics and in the context of audits, including at your premises, relating to quality, processes, products or sustainability. For the above purposes, specific consent is not required insofar as the Company may rely on the provisions of Article 6(1)(b) and 6(1)(c) of the Regulation.

Where suppliers, customers or contacts are natural persons, for the processing of economic and financial data, such as commercial information and financial statements, including outside the contractual relationship, the Controller relies on Article 6(1)(f) (the Controller’s legitimate interest in verifying the economic and financial soundness of its business partners).

Within the processing activities described, it is necessary to know and store information relating to identification and tax data, as well as any other data required exclusively for fulfilment of the obligations imposed by tax and administrative legislation for performance of the contract.

Legal basis for processing

The Controller lawfully processes the Data Subjects' personal data where the processing:

- is necessary for the performance of a contract to which the Data Subject is party or in order to take pre-contractual steps at the Data Subject's request;
- is necessary for compliance with a legal obligation to which the Controller is subject (legal obligations imposed by applicable tax, fiscal, social-security and welfare legislation or by secondary legislation relating to the type of contract established);
- is based on express consent where there is no legal obligation, other legal basis or legitimate interest for the processing (e.g. creation of address lists for communications and newsletters in the absence of a specific contract).

Sensitive data provided by Data Subjects may be processed only after express consent has been obtained, which must be given before the relevant operations are carried out. Any processing of third-party data that it is necessary to acquire for purposes strictly necessary to the employment relationship must likewise be subject to the prior consent of such third parties, who must be adequately informed of the purposes and methods of the processing.

Consequences of failure to provide personal data

Provision of the Data Subjects' personal data is necessary, and failure to provide them may prevent the establishment of the business relationship, the proper performance of pre-contractual and contractual obligations, the provision of certain services for which acquisition of the data is indispensable or, where a contractual relationship has already been established, compliance with the regulatory obligations and commitments arising therefrom (for example, obligations connected with the keeping of accounting and tax records).

Methods used to process the data provided

Data Subjects' personal data will be processed by the Controller and its personnel both by means of paper documents intended for filing and by means of IT tools suitable for processing them according to qualitative, quantitative and time-related criteria (spreadsheets, tables, charts, etc.).

Personal data will be processed only to the extent strictly necessary to fulfil the purposes indicated above and in such a way as to ensure their security and confidentiality, including through technical and organisational security measures providing an appropriate level of protection (for example, preventing access by unauthorised persons except where required by law, or ensuring the ability to restore access to data in the event of physical or technical incidents).

Processing and data-retention period

Data Subjects' personal data, processed exclusively for the purposes indicated above, will be retained for the duration of the contract or for the period required by civil, tax and fiscal legislation and, thereafter, unless the right to erasure is exercised, for an indefinite period. Personal data are collected and stored in the databases available within the management tools used by the Controller and, in the case of paper documents, at the Controller's registered office. External consultants retain the data in equivalent management tools in use at the time the contract is performed.

Disclosure and dissemination of data

Data Subjects' personal data may be disclosed to:

- employment consultants, business consultants, accountants or lawyers providing services functional to performance of the contract;
- banks and insurance institutions providing services functional to the purposes indicated above;
- entities processing data in fulfilment of specific legal obligations;
- judicial or administrative authorities or other public authorities, for compliance with legal obligations and performance of obligations assumed and arising from the contractual relationship, including for the purposes of legal defence;
- social-security offices and other competent entities providing services necessary for proper management of the contract.

Contact data may, for entirely occasional needs, be disclosed to additional customers and/or suppliers of the Controller, for example where they must collaborate with such parties for the performance of contractual obligations.

The Controller also makes use of third parties for the provision of certain services involving the processing of personal data, including, for example, providers of compliant document-storage services or quality, process and product audit services. Such parties act as processors on the basis of specific and appropriate instructions concerning processing methods and security measures set out in the relevant contractual documentation. The complete and updated list of parties processing personal data is available on request from the Controller through the notified delegates.

Such disclosures will in all cases be made with safeguards for the rights of Data Subjects and subject to a prohibition on further disclosure or dissemination without express authorisation.

No transfer of data outside the EU or to international organisations is envisaged.

Profiling and dissemination of data

Your personal data are not subject to dissemination or to any decision based solely on automated processing, including profiling.

DATA SUBJECT RIGHTS

With regard to the processing described in this notice, the Data Subject may exercise the rights provided for by the Regulation (Articles 15-21), namely:

- obtain confirmation as to whether or not personal data concerning them exist, even if not yet recorded, and obtain communication of such data in an intelligible form;
- obtain an indication of the source of the personal data and of the purposes and methods of processing;
- obtain an indication of the logic applied to processing carried out with the aid of electronic tools;
- obtain the identification details of the Controller, processors and designated representative;
- obtain information concerning the parties or categories of parties to whom personal data may be disclosed or who may become aware of them in their capacity as designated representative in the territory of the State, processors or authorised persons.

As a Data Subject, you also have the right to:

- request from the Controller access to your personal data and information relating thereto; rectification of inaccurate data or completion of incomplete data; erasure of personal data concerning you (where one of the conditions set out in Article 17(1) GDPR applies and subject to the exceptions under paragraph 3 of that Article); restriction of processing of your personal data (where one of the circumstances set out in Article 18(1) GDPR applies);
- request and obtain from the Controller - where the legal basis for processing is a contract or consent and the processing is carried out by automated means - your personal data in a structured and machine-readable format, including for the purpose of transmitting those data to another controller (the right to data portability);
- object at any time to the processing of your personal data where particular circumstances relating to you apply, provided that the processing is not necessary for compliance with a legal obligation of the Controller;
- withdraw consent at any time, limited to cases where processing is based on your consent for one or more specific purposes and concerns ordinary personal data (for example date and place of birth or place of residence) or special categories of data (for example data revealing your racial origin, political opinions, religious beliefs, health status or sex life). Processing based on consent and carried out before its withdrawal will nevertheless remain lawful;
- lodge a complaint with a supervisory authority (Italian Data Protection Authority - www.garanteprivacy.it);
- obtain data portability, namely receive your personal data in a structured, commonly used and machine-readable format in order to transmit them to another controller;
- obtain restriction of processing of data concerning you, namely the imposition of a restriction on processing by the joint controllers;
- obtain erasure, anonymisation or blocking of data processed unlawfully, including data whose retention is unnecessary in relation to the purposes for which they were collected or subsequently processed;
- obtain certification that the operations referred to in points a) and b) have been brought to the attention, including as regards their content, of those to whom the data have been disclosed or disseminated, except where such compliance proves impossible or involves the use of means manifestly disproportionate to the right protected.

To exercise their rights, Data Subjects may contact the Data Controller or the persons delegated by the Controller by writing to: info@consult-traduzioni.com.

You undertake to inform the Data Subjects (directors, employees and collaborators whose data the Company comes into possession of for the purposes of performing the contract) of the content of this privacy notice.