

## INFORMATION FOR SUPPLIERS/FOR FREELANCE PROFESSIONALS

**Dear Interested Party**, based on your role, we wish to inform you that the "European Regulation 2016/679 relating to the protection of natural persons with regard to the Processing of Personal Data, as well as the free movement of such data" (hereinafter "GDPR") provides the protection of people and other subjects with respect to the processing of personal data. **Recodi Tecnology Srl**, pursuant to article 13 of the GDPR, therefore, provides you with the following information:

**A. DATA CATEGORIES:** the object of the processing may be your personal data such as identification data, personal data and contact data, administrative data and data necessary for any payments relating to your services.

**B. DATA CONTROLLER:** the data controller is Recodi Tecnology Srl with headquarters in via Fermi n.12 – 24050 Palosco (BG), Tel. +39 035 845495 – e-mail:info@recodi.it.

**C. SOURCE OF PERSONAL DATA:** the personal data held by the Data Controller are collected directly from the interested party and, only possibly, can come from public registers.

**D. PURPOSE OF DATA PROCESSING AND LEGAL BASIS:** personal data are processed by the Data Controller for the following purposes:

- **Purposes related to legal obligations:** such as accounting, remuneration, social security, welfare, insurance, tax, anti-money laundering, anti-mafia obligations or obligations established by law, regulations and community legislation, ...
- **Purposes related to contract management:** to fulfill the contractual obligations between the parties and to exercise or defend a right in court and for all purposes related to the management of relationships deriving from the role you hold and possibly to register your presence within the owner's premises.

**E. RECIPIENTS OF THE DATA:** within the limits relevant to the purposes, your data may be communicated to various recipients such as public and private bodies by law or communicated to subjects functional to achieving the purposes set out above, internal and external to the Data Controller such as, but not limited to, collaborators, freelancers professionals, insurance companies, insurance intermediaries, law firms, technical partners, banking institutions, transport companies...

**F. TRANSFER OF DATA TO THIRD COUNTRIES:** the data collected are not transferred to third countries outside the European Community.

**G. STORAGE PERIOD:** the data collected will be stored for a period of time not exceeding the achievement of the purposes for which they are processed ("conservation limitation principle", art.5, GDPR) or according to the deadlines established by law. Verification of the obsolescence of the data stored in relation to the purposes for which they were collected is carried out periodically.

**H. RIGHTS OF THE INTERESTED PARTY:** the interested party always has the right to request from the Data Controller access to his/her data, the rectification or cancellation of the same, the limitation of the processing or the possibility to oppose the processing, to request the portability of the data, to revoke the consent to the processing asserting these and other rights provided by the GDPR by simple communication to the Data Controller. The interested party can also lodge a complaint with a supervisory authority.

**I. WHETHER OR NOT THE PROVISION IS MANDATORY:** the provision of your data is strictly necessary for the organization to carry out the aforementioned activities for the purposes of establishing/executing and correctly managing the relationship and is also mandatory for the fulfillment of legal obligations. Therefore, failure to provide data will make it impossible for the organization to carry out the aforementioned activities/establish and execute the relationship.

**J. DATA PROCESSING METHODS:** the personal data provided by you will be the subject of processing operations in compliance with the aforementioned legislation and the confidentiality obligations which inspire the Data Controller's activity. The data will be processed both with IT tools and on paper supports and on any other type of suitable support (e.g. cloud systems, digital archiving and substitute conservation systems, ...), in compliance with adequate technical and organizational security measures envisaged by the GDPR.