



## INFORMATION NOTICE ON THE PROCESSING OF PERSONAL DATA PURSUANT TO ARTICLE 13 OF REGULATION (EU) NO. 2016/679

Dear Sirs,

Pursuant to Article 13 of Regulation (EU) No. 2016/679 (hereinafter the "**GDPR**"), DOC Generici s.r.l. (hereinafter "**DOC**" or the "Data **Controller**") hereby informs you that the data relating to your company (hereinafter the "**Provider**") and personal data relating to natural persons acting on its behalf, collected from the Provider (hereinafter the "**Data**"), will be used and stored in compliance with the GDPR and in accordance with the following.

### **A. DATA CONTROLLER, DATA PROCESSORS, DATA PROTECTION OFFICER.**

The Data Controller is DOC Generici s.r.l., with registered office in Via Turati 40 - 20121 Milan, e-mail [privacy@genericidoc.it](mailto:privacy@genericidoc.it). The updated list of any data processors is available at the Data Controller's registered office.

The Data Protection Officer, designated by the Controller, can be contacted via:

- ordinary mail, to the address Via Turati 40 - 20121 Milan, to the Data Protection Officer;
- e-mail, at: [DPO@genericidoc.it](mailto:DPO@genericidoc.it).

### **B. CATEGORIES OF DATA PROCESSED**

The Data subject to the processing referred to in this notice are personal data that do not fall under the particular categories referred to in Art. 9 of the GDPR (and therefore do not include personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs or trade union membership, genetic data, biometric data intended to uniquely identify a natural person data relating to a person's health or sexual life or sexual orientation) but which are nevertheless relevant to the performance of the activities carried out by you as a member of the Controller's corporate bodies (e.g. personal details, contact details, data relating to the agreed fees and their method of payment, images, including data and images processed through platforms that enable online meetings, videos, teleconferences and webinars).

### **C. PURPOSE AND LEGAL BASIS OF PROCESSING.**

Your Data will be processed by Doc, within the scope of its activity, for the following purposes and with the following legal bases for processing:

#### **a) Contractual Execution and Legal Compliance**

The acquisition and processing of Data is necessary in order to fulfil and demand the fulfilment of obligations or the exercise of rights provided for by law and to comply with the obligations provided for by tax regulations, to which the Data Controller is subject. It is also necessary in the context of the performance of contracts to which the Provider is a party or for the adoption of pre-contractual measures taken at the request of the same; such Data may also include data and images processed through platforms that allow online meetings, video and teleconferencing and webinars.

#### **b) Legitimate interest of the Holder**

Data may be processed to pursue a legitimate interest of Doc, such as, for example, to assess the technical, economic and financial suitability of the Supplier as well as to verify the Supplier's fulfilment of the requirements, as part of the qualification process, for the purpose of inclusion in the Owner's supplier database or its updating. As well as, if the opportunity arises, to prevent or prosecute computer crimes, or to ascertain, exercise or defend a right in judicial or administrative proceedings or in arbitration or conciliation procedures.

In all these cases, failure to provide the Data will make it impossible to establish or continue business relations with the Supplier.

#### **D. RECIPIENTS OR CATEGORIES OF RECIPIENTS.**

The Data may be communicated or made accessible to the following entities, which, as the case may be, have been appointed by the Controller as data processors or persons authorised to process the Data, or will act as autonomous data controllers:

- companies of the group to which the Controller belongs (parent companies, subsidiaries, associated companies), employees and/or collaborators in any capacity whatsoever of the Controller and/or companies of the group to which the Controller belongs, expressly appointed and instructed for this purpose;
- public or private third parties, natural or legal persons, which the Data Controller uses for the performance of activities instrumental to the achievement of the aforesaid purpose or to which the Data Controller is obliged to disclose the Data, by virtue of legal or contractual obligations or as part of negotiations and procedures aimed at corporate operations or reorganisations.

#### **E. TRANSFER OF DATA TO THIRD COUNTRIES.**

The Data Controller will process the Data without arranging for its transfer outside the European Economic Area ("**EEA**"). If, due to technical or organisational requirements, including those which have arisen, such a transfer should become necessary or take place, the Data Controller will ensure that the Data is transferred in compliance with the provisions of the GDPR, and, in particular, its Articles 45, 46 and 49.

#### **F. MODES OF TREATMENT.**

Your data is processed by manual, computerised and telematic means, in such a way as to guarantee its security and confidentiality.

#### **G. RETENTION PERIOD.**

The Data may be kept for a maximum period of time equal to the period of prescription of the rights that can be enforced by or against the Controller, as applicable from time to time. Specifically, the Data shall be retained for the entire duration of the contractual relationship and, upon its termination for any reason whatsoever, for a period equal to the ordinary limitation period of 10 years;

#### **H. RIGHTS OF THE PERSONS CONCERNED.**

Data subjects are granted the rights set out in Articles 15 to 22 of the GDPR. By way of example, each data subject may:

- obtain, if one of the conditions set out in Article 17 of the GDPR applies, the deletion of personal data concerning him/her;
- obtain, in the cases provided for in Article 18 of the GDPR, the restriction of processing;
- if the conditions are met, receive the personal data concerning him/her in a structured, commonly used and machine-readable format and request their transmission to another data controller, if technically feasible.
- object at any time to the processing of your personal data carried out for the legitimate interest of the Controller. In the event of an objection, personal data will no longer be processed, unless there are legitimate grounds for processing which override the interests, rights and freedoms of the data subject or for the establishment, exercise or defence of a legal claim.

#### **I. RIGHT TO LODGE A COMPLAINT WITH THE GUARANTOR.**

Furthermore, each data subject may lodge a complaint with the Data Protection Authority (Garante per la Protezione dei Dati Personali) if he or she considers that his or her rights under the GDPR have been violated, in accordance with the procedures indicated on the Data Protection Authority's website accessible at: [www.garanteprivacy.it](http://www.garanteprivacy.it).



As the legal representative of the Supplier, having read the above information, I declare that I have informed the natural persons acting on its behalf and obtained their consent where necessary.

Date \_\_\_\_\_

Firma \_\_\_\_\_