

INFORMATION ON THE PROCESSING OF PERSONAL DATA RELATED TO THE RELATIONSHIP WITH POTENTIAL SUPPLIERS AND SUPPLIERS

The following information is intended for natural persons, including professionals, sole proprietors, and representatives/contacts of companies, organizations, associations, and foundations, hereinafter referred to as "Data Subjects".

Identity and contact details of the Data Controller

Manifattura Falomo s.r.l., hereinafter also referred to as "Manifattura Falomo" or "Controller", with registered office at via Feletti, 21 – 33075 – Morsano al Tagliamento (PN), e-mail info@manifatturafalomo.it, PEC manifatturafalomo@cert.neispa.com or +39 0434 697132.

Categories of data and their source

Manifattura Falomo processes personal data of a common nature (e.g. personal identification data, contact details, data relating to identification/recognition documents, and data relating to professional activity). Such information may be collected from the data subject to whom it relates and/or from third parties (e.g. other employees and collaborators of the company).

Purposes and legal bases

- A. Pre-contractual phase management:** personal data are processed for all purposes related to obtaining information and/or quotations.
- B. Contractual phase management:** personal data are processed for all purposes related to the management of the contractual relationship in all its phases (e.g. appointment management, logistics organisation, and fulfilment of statutory obligations incumbent upon the Controller).
- C. Defensive purposes:** the Controller may need to process personal data for the management of disputes and out-of-court or judicial litigation..

Purposes	Legal base (common data)	Legale base (special data)
A.	Legitimate interest of the Controller related to the conduct of searches for prospective suppliers and to the collection of information and/or quotations.	/
B.	Legitimate interest of the Controller in properly managing commercial relationships in compliance with the applicable regulations. Performance of a contract. Compliance with legal obligations	Compliance with labour law obligations
C.	Legitimate interest of the Controller in establishing, exercising, or defending a right.	Establish, exercise, or defend a right.

Retention period

Purposes	Retention period
A.	For the time required to process the requests submitted and the subsequent communications.
B.	10 years from the termination of the contract.
C.	10 years from the final resolution of the dispute.

Nature of provision and consequences of refusal

Purposes	Nature	Consequences
A.	Necessary	Impossibility of requesting and obtaining the necessary information.
B.	Necessary	Impossibility of entering into or continuing the commercial relationship.
C.	Necessary	Impossibility to manage the litigation.

Scope of communication

Data is processed by authorized internal personnel for specific tasks and is communicated externally according to the following rules:

Purposes	Categories of external recipients
A.	External consultants.
B.	Banks and financial institutions, external consultants, entities to whom disclosure is required by law, commercial partners (customers/suppliers).
C.	Law firms; recovery or assignment of credit companies; Judicial Authority.

Since data is also processed using IT tools, it may also be visible to personnel providing assistance/maintenance on such systems.

Transfer of data to a third country or international organization

The Controller does not transfer personal data outside the European Economic Area.

Rights of Data Subjects

The following rights are recognized to the individual to whom the personal data refers:

- **Access:** it is possible to know if there is ongoing processing of personal data and, if so, to obtain access to it and request a copy.
- **Rectification:** it is possible to request the update of personal data, their correction (if inaccurate), and the integration of incomplete data.
- **Erasure:** it is possible to obtain the erasure of personal data under certain conditions (for more information, contact the Controller).
- **Restriction:** it is possible to request that data be marked, limiting their processing in the future, under certain conditions (for more information, contact the Controller).
- **Objection:** it is possible to object to the processing of personal data for reasons related to one's particular situation, where the processing is based on legitimate interest or is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Controller.

- **Portability:** it is possible to receive personal data provided to the Controller in a structured format and to transmit them to another controller, where processing is based on consent or contract and is carried out by automated means.
- **Withdrawal of consent:** it is possible to withdraw consent for the purposes that required it, without prejudice to the lawfulness of the processing carried out up to that moment.

The concrete rights exercisable regarding the processing activities carried out are:

Purposes	Right exercisable						
	Access	Rectification	Erasure	Restriction	Objection	Portability	Withdrawal of consent
A.	X	X	X	X	X		
B.	X	X	X	X	X	X	
C.	X	X	X	X	X		

To exercise the aforementioned rights, you can use the form available at the following link

<https://www.garanteprivacy.it/web/guest/home/docweb/-/docweb-display/docweb/1089924> and send it to the following address:

privacy@manifatturafalomo.it. The Data Subject may request from the same address further details regarding the information provided above (e.g., legitimate interest balancing test or list of data processors).

It is possible to lodge a complaint with a supervisory authority: for Italy, the Garante per la Protezione dei Dati Personali (www.garanteprivacy.it).

Manifattura Falomo Srl

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