

PRIVACY NOTICE ON PERSONAL DATA PROCESSING

pursuant to REGOLAMENTO GDPR UE 2016/679, D.lgs. 101/2018, D.lgs. 196/2003 amended

Dear Supplier,

NOVA S.R.L., P.I. 02558500969, Via Meraviglia Luigi, 7 – 20900 MONZA (MB), Tel. 039698531, e-mail: nova@novait.it, p.e.c.: nova@pec.novait.it (hereinafter the "**Company**"), in its role of data controller, pursuant to art. 13 and art. 14 of the European Regulation 679/2016 concerning the protection of personal data (the "**Regulation**"), wishes to provide you with the following information:

1. Types of personal data

We process the following data: business reference; banking data; name, surname, contact data concerning employees and collaborators, in accordance with the Regulation and with local laws, including possible decisions issued by the Supervisory Authority, as applicable.

2. Purposes of the processing

The Company will process the data within the performance of its own commercial and financial activities for the purpose of selection, entering into, management and performance of the contractual relationships (including scouting activities prior to entering into a contract and/or the registration into the Company's suppliers list). In particular, the data shall be processed in order to comply with legal obligations (for example, tax and accounting obligations, obligations arising from contract work and health and safety rules at work); for the registration of suppliers into the Company's Management System (suppliers' list); for the administrative management of the contracts, including the management of payments and invoices; for the compliance with obligation related to the supply of goods and services, as well as for managing possible litigation, for internal control purposes (safety, productivity, quality of the services, preservation of financial integrity), for certification purposes. The data may also be processed for periodical evaluation and to perform audit on quality, process, products, or sustainability. For the abovementioned purposes, your consent is not required since the Company is authorized to avail itself of the reliefs available under letter b), c) of article 6.1, of the Regulation.

3. Nature of collection and processing methods

The collection of the data is a requirement: failing this, it becomes impossible to enter into a commercial agreement, to duly fulfil the relevant pre-contractual or contractual obligations or, in case of existing agreements, to fulfil the obligations and commitments arising from such agreements.

Personal data (images) may be processed using video surveillance instruments placed in the access/exit area and inside the premises, according to the information notice for data processing for video surveillance purposes, available in our premises.

The data shall be processed by the Company, and by its entrusted personnel by the Company, by means of electronic or manual systems and according to the principles of fairness, integrity and transparency that are required by applicable laws on data protection as well as by preserving the privacy of the concerned persons through the implementation of technical and organizational measures ensuring an adequate safety level.

4. Storage of data

The data shall be stored in compliance with the applicable regulations on protection of personal data for the time that is necessary to comply with the above-mentioned purposes. In particular, personal data will be stored by Company for the whole duration of the contractual relationship and also after its termination, in compliance with applicable laws (including, without limitation, the obligation to keep the invoices and other company documents for at least 10 years).

The data processed during the suppliers' selection process, in case thereafter no commercial relationships with the Company will follow, will be stored by Company for 5 years after its collection.

5. Disclosure, dissemination, and transfer of data

Without prejudice to the duty of disclosure in order to fulfil any legal or contractual obligations, the data may be disclosed to tax or legal consultants, to Company's collaborators, to the banks, to public entities as well as to those persons that are authorized by the laws to receive such data, if required, to Italian or foreign judicial or other public authorities for the fulfilment of legal obligations, or for the performance of the obligations arising from an agreement, including for the purposes of defence before the Courts. Such entities act as independent data controllers.

To perform certain services implying the need of personal data processing, the Company may also avail of third parties. These companies shall operate as external data processors in compliance with specific and adequate directions concerning the processing methods and safety measures as specified in specific contractual documents. The full and updated list of the companies acting as data processors is available on request to the contacts mentioned below.

With reference to transfer the data to countries located outside the European Union, the Company undertakes to ensure a level of protection and preservation, also by means of entering into specific contracts, adequate to the applicable laws, including the entering into standard contractual clauses.

Personal data shall not be disseminated.

6. Rights of Data Subjects

A Data Subject shall have the rights contemplated in the Regulation (articles from 15-21) in respect of the processing of data contemplated thereto, including the right to:

- Obtain confirmation of the existence of personal data concerning him/her and to gain access to them (**right of access**)
- Obtain the updating, modification and/or rectification of its personal data (**right of rectification**)
- Obtain erasure, or to set limits to processing, of personal data whose processing is unlawful, including those that are no longer necessary in relation to the purposes for which they were collected or otherwise processed (**right to be forgotten and right to the restriction of processing**)
- Object to processing (right to object)
- Withdraw previously given consent, if any, without prejudice to the lawfulness of processing based on that consent;
- Receive a copy in electronic form of the data concerning him or her which have been provided to a controller in the framework of an agreement and to have such data transmitted to another controller (**right to data portability**).

For the exercise of the rights above and in case of further requests for information regarding the present privacy notice, you can contact the Company by sending an email or by a registered letter to the legal address of the Company.

You may also lodge a complaint with the Supervisory Authority in case of infringement of regulations concerning the protection of personal data.

You undertake to inform employees and collaborators about the content of this privacy notice.