

Information Notice

pursuant to Article 13, Regulation (UE) 2016/679 (“Regulation” or “GDPR”)

With this information notice, the Joint Controllers, as defined below, would like to illustrate the purposes for which they collect and process Your personal data, which categories of personal data are processed, what are Your rights according to the applicable *data protection* legislation and how they can be exercised. Furthermore, they would like to allow You, if necessary, to give consent to specific processing activities.

First of all, please note that the processing of Your personal data is related to the contractual relationship between InfoCert S.p.A. and one of its suppliers (“**Supplier**”), of which You are a referent/representative.

1. WHO ARE THE JOINT CONTROLLERS?

Tinexta S.p.A., holding company of the homonymous group of companies, (jointly defines ad “**the Group**”), with registered office in Piazzale Flaminio n. 1/B, 00196 - Rome (RM), in person of its legal representative for the time being (hereinafter, “**Tinexta**” or “**the Holding**”), together with

InfoCert S.p.A., with registered office in Piazzale Flaminio n. 1/B, 00196- Rome (RM), VAT no. and Fiscal Code no. 07945211006, in person of its legal representative for the time being, (“**InfoCert**”);

Warrant Hub S.p.A., with registered office in Correggio, Corso Mazzini 11, VAT no. and Fiscal Code no. 02182620357, in person of its legal representative for the time being (“**Warrant**”);

Co.Mark S.p.A., with registered office in Bergamo, Via Stezzano 87, VAT no. and Fiscal Code no. 02608530164, in person of its legal representative for the time being, (“**Co.Mark**”);

Sixtema S.p.A., with registered office in Roma, Via Marco e Marcelliano 45, VAT no. and Fiscal Code no. 09884901001, in person of its legal representative for the time being, (“**Sixtema**”);

Visura S.p.A., with registered office in Roma, Lungotevere dei Mellini 44, VAT no. and Fiscal Code no. 05338771008, in person of its legal representative for the time being, (“**Visura**”).

InfoCert, Warrant Hub, Co.Mark, Sixtema, Visura (singularly referred as the “**Company**” or the “**Subsidiary**” and, collectively, as the “**Subsidiaries**”), are joint controllers of Your personal data (Tinexta and the Subsidiaries, together, “**Joint Controllers**” and each of them the “**Joint Controller**”).

The Joint Controllers have entered into a joint-controllership agreement pursuant to Article 26, GDPR, in order to regulate their roles and responsibilities with reference to the joint controllership of personal data referable to those who:

1. subscribe to the e-procurement platform adopted by the Group for the selection and management of suppliers (respectively, the “**Agreement**” and the “**Portal**”);

2. are suppliers of goods and services for one or more Joint Controllers.

It follows that personal data, if any, You might have provided in the context of Your subscription to the Portal or in the provision of goods and services, will be automatically under the joint-control of the Joint Controllers.

The essential content of the Agreement is available upon specific request at each Joint Controller's premises.

You may contact the Joint Controllers at the following addresses:

- **Tinexta S.p.A.**, via e-mail at tinexta@legalmail.it, or via regular mail at Tinexta S.p.A., Piazzale Flaminio n. 1/B, 00196 - Rome (RM).
- **InfoCert S.p.A.**, via e-mail at infocert@legalmail.it, or via regular mail at InfoCert S.p.A., Piazzale Flaminio n. 1/B, 00196 - Rome (RM);
- **Warrant Hub S.p.A.**, via e-mail amministrazione@pec.warrantgroup.it or via regular mail at Warrant Hub S.p.A., Corso Mazzini, 11 - 42015 Correggio (RE);
- **Co.Mark S.p.A.**, via e-mail at comark@pec.net or via regular mail at Co.Mark S.p.A., Via Stezzano 87 - 24126 Bergamo;
- **Sixtema S.p.A.**, via e-mail at amministrazione.sixtema@cert.cna.it or via regular mail at Sixtema S.p.A., Via Marco e Marcelliano, 45 - 00147 – Roma;
- **Visura S.p.A.**, via e-mail at visura@legalmail.it or via regular mail at Visura S.p.A., Lungotevere dei Mellini, 44 - 00193 Roma.

2. WHO IS THE DATA PROTECTION OFFICER?

The Joint Controllers have designated the Data Protection Officer (“**DPO**”) appointed at group level as their own DPO.

You may contact the DPO via certified e-mail at [**dpo_tinexta@legalmail.it**](mailto:dpo_tinexta@legalmail.it) or via regular mail at:

Data Protection Officer
Tinexta S.p.A.
Piazzale Flaminio n. 1/B,
00196 – Rome (RM).

3. WHO DOES THE PRIVACY POLICY APPLY TO?

This Information Notice applies to the following categories of data subjects (jointly the “Data Subjects” and, singularly, a “**Data Subject**”)

- to the suppliers of goods and services for one or more Joint Controllers
- to the suppliers wishing to register on the Portal (the “**Suppliers**”)
- to the legal representatives and/or contact persons of the Suppliers (the “**Referring Parties**”).

4. WHAT DATA ARE PROCESSED?

Under the GDPR, personal data is defined as: “*any information relating to an identified or identifiable natural person; an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person*” (the “**Data**”).

The processing pursuant to this Information Notice concerns the following Data:

- with reference to the Suppliers: personal and identification data (e.g., name, surname, date of birth, tax code, VAT number), contact details (residence, domicile, e-mail address, telephone number), bank details and, in general, any other information required for registration with the Portal, or strictly necessary for assessing the Supplier's profile in relation to the needs and requirements of the Group and its reliability, as well as for carrying out checks aimed at preventing fraud or in any case required by law and for establishing and/or managing any contractual relationship
- with reference to the Contact Persons: personal and identification data (e.g., name, surname, date of birth, identity document details), contact data (email, telephone number), as well as any other information required for registration on the Portal, or strictly necessary for the performance of checks aimed at preventing fraud or in any case required by law and the establishment and/or management of any contractual relationship.

5. IS THE PROVISION OF DATA COMPULSORY?

As a general rule, the provision of Data is entirely optional. However, in the event of a refusal to provide the Data required from time to time, it will be impossible for the Joint Controllers, as the case may be, to comply with the Data Subject's request to register on the Portal, assess the profile and reliability of the Supplier, establish and/or continue the contractual relationship

6. DATA PROCESSING PURPOSES

The Data Subject's Data shall be processed in compliance with the GDPR as well as any other applicable regulations on the processing of personal data, for the following purposes:

- a. to carry out the Supplier evaluation procedures provided for at Group level;
- b. to allow registration on the Portal;
- c. to send out invitations to submit bids and/or to participate in tender procedures called for by the Companies and the Holding;
- d. to allow the establishment, management and execution of contractual and business relationships with the Companies or the Holding;
- e. to fulfil or require the fulfilment of obligations or to perform specific tasks provided for by the regulations in force;
- f. to protect the rights of the Joint Controllers;
- g. for the performance of statistical analysis on aggregate data.

7. ON WHAT BASIS ARE DATA PROCESSED?

The legal basis for the processing of the Data is constituted for the purposes referred to in letters:

- (a,) (c), (f) (g) of the preceding paragraph, the existence of a legitimate interest of the Joint Controllers, as the case may be, to carry out ordinary preliminary checks - provided for by law or by company policies - with the aim of verifying the possession of the requirements and the reliability of the Data Subject, to prevent or avoid fraud, to defend their rights and to carry out statistical analyses;
- b) of the preceding paragraph, by the need to comply with requests made by the Data Subject;
- d) of the preceding paragraph, by the need to execute a contract to which the data subject is party or to pre-contractual measures taken at his/her request;
- e) of the preceding paragraph, by the existence of a legal obligation on the Joint Controllers.

8. HOW IS THE DATA PROCESSED?

In relation to the aforementioned purposes, the Data will be processed both through the use of computerized or automated tools and on paper. In any case, the Joint Controllers will adopt suitable instruments to guarantee the security and confidentiality of the Data.

9. COMMUNICATION OF DATA TO THIRD PARTIES LOCATED IN THE EUROPEAN ECONOMIC AREA

The Joint Controllers may disclose Your Data to third parties which provide them with services necessary, functional, or anyhow connected to the purposes set forth above.

In particular, Your Data may be communicated to subjects (e.g., companies, associations, entities, professionals) that support the Joint Controllers in activities necessary to the marketing, distribution and promotion of their products or services, including, for example, technology service providers, agencies, external consultants, who will carry out the processing activities as data processors. The up-to-date list of processors is kept by the Joint Controllers and is available upon prior request.

Each Joint Controller may also disclose the Data to third parties to which said disclosure is provided for as a legal obligation, to public authorities, to other legal entities established in the European Economic Area as well as to credit or electronic money institutions with the Joint Controllers collaborate. These third parties will process Your Data as independent controllers.

No dissemination of Data Subjects' Data is envisaged.

10. TRANSFER OF DATA OUTSIDE THE EUROPEAN ECONOMIC AREA

Data are stored on servers located within the European Union.

Without prejudice to this, for the purposes stated above, Data may be transferred to subjects located in countries outside the European Economic Area, which provide to the Joint Controllers services connected to the processing activities they perform.

Such transfer, where applicable, will only take place in compliance with the conditions set forth under the GDPR and will be governed, depending on the recipients, by the use of standard contractual clauses adopted by the European Commission or, alternatively, on the basis of an adequacy decision of the Commission and/or any other safeguard permitted by the applicable legislation.

The Data Subject shall have the right to obtain information about the place where such data are transferred by making an express request to the Joint Controllers at the address set out in paragraph 12 below.

11. DATA RETENTION PERIODS

The Data will be processed by the Joint Controllers in the context of the activities necessary for the registration of the Data Subject on the Portal and will be kept for a period of 24 months from the last action carried out by the Data Subject through the Portal (e.g., updating of personal data, request to be invited to participate in selections for supplies, participation in tenders, etc.), and will then be permanently destroyed, unless, at the end of this period, the Supplier has a contractual relationship with

the Holding or one of the Companies.

Personal data relating to supplies rendered (e.g. contracts, labour relations) will be kept for a period of 10 years after the expiry of the contract.

However, this is without prejudice to cases in which the retention of Data for a later period is required for litigation, requests by the competent authorities or under applicable legislation.

12. DATA SUBJECT'S RIGHTS

During the period in which the Joint Controllers store or process Your Data, You, as data subject, may, at any time, exercise the following rights:

- Right of access – You have the right to obtain confirmation as to whether or not Your Data is being processed, and, where that is the case, the right to receive any information regarding said processing;
- Right of rectification – You have the right to obtain the rectification of Your Data that we hold, should it be inaccurate or incomplete;
- Right to erasure – under certain conditions, You have the right to obtain the deletion of Your Data in our archives if it is not relevant to the continuation of the contractual relationship nor necessary to fulfill a legal obligation to which the Joint Data Controllers are subject nor for the judicial establishment, exercise or defense of a legal right;
- Right to restrict processing – under certain conditions, You have the right to obtain the restriction of the processing of Your Data;
- Right to data portability – under certain conditions, You have the right to obtain the transfer to another data controller of Your Data that we hold;
- Right to object – You have the right to object, at any time on grounds relating to Your particular situation, to the processing of Your Data which is based on the legal basis of legitimate interest, the exercise of a public interest task, or the exercise of public authority, including profiling, unless the Joint Controllers have legitimate grounds to continue the processing that override the interests, rights and freedoms of the data subject or for the judicial establishment, exercise or defense of legal claims;
- Right to withdraw the consent – You have the right to withdraw the consent previously given as to the processing of Your Data at any time, provided that that withdrawal shall not affect the lawfulness of processing based on consent before its withdrawal;
- Right to lodge a complaint before the supervisory authority – if the Joint Controllers refuse to follow up to Your requests, you will be provided with the reasons for such denial. Should You wish to lodge

a complaint regarding the manner in which Your Data is processed, or regarding the handling of a request You made, You have the right to lodge a complaint directly before the Supervisory Authority.

The above-mentioned rights may be exercised towards InfoCert or the Joint Controllers by sending an e-mail to the following e-mail address richieste.privacy@legalmail.it.

The exercise of Your rights as data subjects is free of charge in accordance and within the limits of Article 12, GDPR.

13. FINAL PROVISIONS

The Companies may make amendments and/or additions to this information notice, also as a consequence of any subsequent regulatory changes and/or additions. The text of the updated information notice will be published on the e-procurement platform adopted by the Group and each time it is updated, an alert e-mail will be sent to the registered address of the Data Subject.

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