

**INFORMATION NOTE ON PERSONAL DATA PROTECTION**

The company LEONARDI & C. SPA registered address at 10/12/14 Via del Henry Dunant, Sassuolo (MO) (41049), as Controller of data processing, in the person of its pro-tempore legal representative, hereby informs the persons concerned about the purposes and methods of processing of personal data collected, its scope of communication and distribution, as well as how it is used.

**METHOD OF ISSUE OF THE INFORMATION NOTE**

For the purposes and effects of Italian and European law concerning the protection of personal data (namely Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (GDPR), Legislative Decree D.Lgs. No. 196/2003, and any other legislation on the protection of personal data applicable in Italy, including measures taken by the Data Protection Authority), hereinafter also called, for the sake of brevity, "Privacy Legislation", the company LEONARDI & C. SPA, intends to fulfill the obligation under art.13 of the GDPR by the issue of an information note to the client/supplier natural person – the natural person who provides the data. This information note may be consulted on the Company's website and reference is made into electronic mail.

**CATEGORIES OF DATA**

The processing carried out by the Company concerns personal data and, if applicable, data relating to criminal convictions and offences as set out in art. 10 GDPR, including relating to third parties or from third parties in their capacity as authorized agent of the data subject.

**PURPOSE OF THE PROCESSING**

The abovementioned data are processed for the execution of pre-contractual, contractual and legal obligations related to the relationship in question, and, in particular, the management of orders, supplies of goods or provision of services, including professional services, and other activities such as archiving, invoicing, elaboration and sending of information messages relating to services provided by the Controller under the relationship in question, fully observing the fairness and lawfulness of the processing and the provisions of the law.

**DATA PROCESSING METHODS**

The data processing is carried out by a computerized procedure or electronic means or paper supports by appropriately authorized internal staff. The data are stored in paper, computer and telematic archives and the minimum security measures required by law are respected.

**COMMUNICATION AND DISSEMINATION**

The data collected will not be disseminated, sold or shared with third parties without the express consent of the data subject, except for communications to companies within the Group permitted by law and to authorized third parties, where necessary for the activities related to the Company, such as administrative, accounting and tax activities, or where essential to the fulfillment of the obligations undertaken by the parties. In that case, the use by third parties will take place in complete respect for the principle of fairness and the applicable law. The personal data will be accessible to employees and staff and consultants of the Controller specifically authorized to process it.

**TRANSFER ABROAD**

For the fulfillment of the abovementioned purposes, the possibility of transfer of personal data to group companies located abroad is envisaged. It should be noted that some countries do not offer the same legal protection for the processing of personal data. In such cases, LEONARDI & C. SPA undertakes to ensure the existence of adequate guarantees of the protection of personal data respecting the applicable law and to promptly inform the person concerned of the abovementioned guarantees, how to obtain a copy of that data and the place where it is available.

**RIGHTS OF DATA SUBJECT**

The data subject may assert specific rights under arts. 15 et seq. of the GDPR, including:

- 1) right to obtain from the controller confirmation as to whether or not personal data concerning him or her are being processed;
- 2) access to the personal data and the following information (the purposes of the processing; the categories of personal data concerned; the recipients of the data, the envisaged period for which the personal data will be stored etc.);
- 3) right to request rectification or restriction of the processing of the data;

4) right to obtain erasure of the personal data on valid grounds;

5) right to lodge a complaint with a supervisory authority.

For the purpose of the exercise of rights under Privacy Legislation, the Controller provides the following email address: [privacy@leonardi-group.it](mailto:privacy@leonardi-group.it)

### **CONTROLLER**

The Controller is LEONARDI & C. SPA registered address at 10/12/14 Via del Henry Dunant, Sassuolo (MO) (41049).

### **PERIOD OF CONSERVATION**

The personal data will be stored by the Controller in full compliance with the principle of need, minimizing and limiting conservation, by adopting technical and organizational measures appropriate to the level of processing risk, for the time strictly necessary with regard to the contractual relationship and, subsequently, fulfillment of all legal obligations connected with or arising from the contract.

### **NATURE AND LEGAL BASIS OF PROCESSING**

The provision of the abovementioned data is necessary and any refusal to provide the same makes it impossible for the Controller to execute all the necessary activities or functions relating to the relationship and to fulfill the obligations connected thereto.

The processing carried out by the Controller for the abovementioned purposes is based on the execution of the existing contractual relationship and fulfillment of the legal obligations to which the Controller is subject.