

F.A.O.  
Customer

## Information and consent to the processing of data pursuant to and by effect of European Parliament and Council Regulation EU 2016/679 of 27 April 2016 on data protection (GDPR)

This information is given to natural persons working in the name and on behalf of current and potential suppliers / customers of the company Quadrante Servizi pursuant to art. 13 of the 2016/67 EU Regulation.

### Data controller:

The Data Controller is Quadrante Servizi srl based in Verona, Via Sommacampagna, 61, in the person of its legal representative pro-tempore. The Data Controller has appointed a Data Processing Officer and Data Protection Officer (DPO).

The Data Controller, Data Protection Officer (DPO) and Data Processor are available at the Quadrante Servizi srl office at the following telephone number: 045.49.50.168 and, in exercising his/her rights, the Data Subject can contact them.

### Purpose and legal basis of processing:

Data processing refers to any operation or set of operations, performed with or without the aid of automated processes and applied to personal data or sets of personal data, such as the collection, registration, organization, structuring, preservation, adaptation or modification, extraction, consultation, use, communication by transmission, dissemination or any other form of rendering them available, as well as their comparison or interconnection, limitation, cancellation or destruction.

It should be noted that this information refers to the processing of personal data of persons working in the name and on behalf of current and potential Quadrant Services suppliers and it is hereby specified that they will be treated according to the principles of correctness, lawfulness, transparency and confidentiality.

Personal data, which will be acquired and periodically updated, will be processed for the following purposes:

- to allow the regular provision of the services requested and / or offered.
- to fulfil existing or future commercial and contractual relationships;
- to fulfil administrative, accounting and legal obligations;
- to fulfil legal obligations;
- commercial information
- obligations related to the company management system (quality, health and safety, business ethics).

### Nature of the data provision:

With regard to points a) b) c) d), failure to provide data on the part of the Data Subject will affect the correct and efficient management of a current or future supply relationship for the services requested and / or offered. Therefore, any refusal to provide the data may compromise current or future contractual relationships, either totally or in part.

### Data recipients:

The data in question will only be processed, on authorization of the Data Controller, by the personnel engaged to do so (each to the extent of their competence).

The data may be communicated:

- to subjects, public or private, who can access the data according to the provisions of law, regulation or community legislation, within the limits set by these rules. The Revenue Agency is shown as an indicative and non-exhaustive example;
- to subjects who need access to data for purposes that are ancillary to the relationship between the supplier and Quadrante Servizi srl, within the limits strictly necessary to carry out auxiliary tasks (e.g. accountant);
- to Quadrante Servizi srl consultants, within the limits necessary to carry out their duties.

All communications will take place in compliance with the provisions of EU Regulation 679/2016 and will be strictly connected to the purposes set out above.

Data retention period:

Data regarding the administrative documents of suppliers to whom the Company has granted orders (example: orders, contracts, invoices and any other accounting document), will be stored on paper and / or computerized means, processed by Quadrante Servizi srl and filed at the registered office for a period of ten years, while the data of suppliers who do not hold any supply relationship with the Company will be retained for a period of one year.

Data Subject rights regarding data processing:

The Data Subject has the right to:

- lodge a complaint with the national control authority or with the Guarantor for the protection of personal data;
- access the data (Article 15 EU Regulation 679/2016);
- rectify the data (Article 16 of EU Regulation 679/2016);
- cancel the data ("right to be forgotten") (Article 17 of EU Regulation 679/2016);
- limit the data processing (Article 18 EU Regulation 679/2016);
- data portability (Article 20 EU Regulation 679/2016).

The articles listed above are attached to this statement (Annex A).

## ANNEX A

### Article 15 – Data Subject's right of access

The Data Subject has the right to obtain from the Data Controller confirmation as to whether or not his/her personal data is being processed and, in this case, to obtain access to the personal data and the following information:

1. The Data Subject has the right to obtain from the Data Controller confirmation as to whether or not his/her personal data is being processed and, in this case, to obtain access to the personal data and the following information:
  - a) the purposes of the processing;
  - b) the categories of personal data in question;
  - c) the recipients or categories of recipients to whom the personal data have been or will be communicated, in particular if recipients are third countries or international organizations;
  - (d) where possible, the retention period of the personal data provided or, if not possible, the criteria used to determine that period;

- e) the existence of the Data Subject's right to ask the Data Controller to rectify or delete personal data or limit the processing of the personal data concerning him/her or to oppose their processing;
- f) the right to lodge a complaint with a supervisory authority;
- g) if the data were not collected directly from the Data Subject, all information available on their origin;
- (h) the existence of an automated decision-making process, including the profiling referred to in Article 22 (1) and (4) and, at least in these cases, significant information on the logic used, as well as the importance and expected consequences of such processing for the Data Subject.

2. Where personal data are transferred to a third country or to an international organization, the Data Subject will have the right to be informed of the existence of adequate safeguards pursuant to Article 46 relating to the transfer.

3. The Data Controller will provide a copy of the personal data being processed. Should the Data Subject ask the Data Controller for further copies, the latter may charge a reasonable fee based on administrative costs. If the Data Subject submits the request by electronic means, unless otherwise indicated by the Data Subject himself/herself, the information will be provided in a commonly used electronic format.

4. The right to obtain a copy referred to in paragraph 3 will not affect the rights and freedoms of others.

#### Article 16 - Right of rectification

The Data Subject has the right to have the Data Controller correct any inaccuracy in the personal data concerning him/her without undue delay. Taking into account the purposes of the processing, the Data Subject has the right to obtain integration of incomplete personal data, also by providing an additional declaration.

#### Article 17 - Right to cancellation ("right to be forgotten")

1. The Data Subject has the right to have the Data Controller delete any personal data concerning him/her without undue delay and the Data Controller is obliged to cancel the personal data without undue delay if one of the following reasons exists:

- a) the personal data are no longer necessary with respect to the purposes for which they were collected or otherwise processed;
- (b) the Data Subject revokes the consent on which the processing is based in accordance with Article 6 (1) (a) or Article 9 (2) (a) and if there is no other legal basis for the processing;
- (c) the data subject objects to processing pursuant to Article 21 (1) and there is no legitimate overriding reason to proceed with the processing, or opposes processing pursuant to Article 21 (2);
- d) the personal data have been processed unlawfully;
- e) the personal data must be deleted to fulfil a legal obligation under European Union law or the law of the Member State to which the Data Controller is subject;
- (f) the personal data have been collected in relation to the information society service offer referred to in Article 8 (1).

2. If the Data Controller has made the personal data public and is obliged, pursuant to paragraph 1, to delete them, taking into account the available technology and the implementation costs, it will take reasonable steps, including technical ones, to inform the Data Processors tasked with processing the personal data of the Data Subject's request to delete any link, copy or reproduction of his/her personal data.

3. Paragraphs 1 and 2 will not apply when processing is necessary:

- a) for exercising the right to freedom of expression and information;
- (b) for the fulfilment of a legal obligation that requires processing under European Union or Member State law to which the Controller is subject or for the performance of a task carried out in the public interest or in public authority inquiries involving the Data Controller;
- (c) for reasons of public interest, in the field of public health in accordance with Article 9 (2) (h) and (i) and Article 9 (3);

- (d) for the purposes of scientific or historical research archiving in the public interest, or for statistical purposes in accordance with Article 89 (1), in so far as the rights referred to in paragraph 1 risk the fulfilment of the data processing objectives or seriously prejudice them; or
- e) for the assessment, exercise or defence of a right in court.

#### Article 18 - Right to limit processing

1. The Data Subject will have the right to ask the Data Controller to limit processing when one of the following hypotheses occurs:
  - a) the Data Subject disputes the accuracy of the personal data, for the period necessary for the Data Controller to verify the accuracy of said personal data;
  - b) the processing is illegal and the Data Subject opposes the cancellation of personal data and asks instead for its use to be limited;
  - c) although the Data Controller no longer needs them for processing purposes, the personal data are necessary for the Data Subject to ascertain, exercise or defend a right in court;
  - d) the Data Subject has opposed processing pursuant to Article 21 (1), pending verification of the possible prevalence of the Data Controller's legitimate reasons over those of the Data Subject.
2. If the processing is restricted in accordance with paragraph 1, said personal data will only be processed, except for storage, with the Data Subject's consent or for the establishment, exercise or defence of a right in court, or to protect the rights of another natural or legal person or for reasons of public interest in the European Union or Member State.
3. The Data Subject who has obtained a processing restriction pursuant to paragraph 1 will be informed by the Data Controller before the limitation is revoked.

#### Article 20 - Right to data portability

1. The Data Subject will have the right to receive, in a structured, commonly used form, readable by automatic device, all the personal data concerning him / her provided to a Data Controller and will have the right to transmit such data to another Data Controller with no impediment on the part of the Data Controller to whom he/she originally provided them if:
  - (a) the processing is based on consent pursuant to Article 6 (1) (a) or Article 9 (2) (a) or on a contract within the scope of Article 6 (1) b); and
  - b) the treatment is carried out by automated means.
2. In exercising its rights relating to data portability in accordance with paragraph 1, the Data Subject will have the right to have his/her personal data directly transferred from one Controller to another, if technically feasible.
3. The exercise of the right referred to in paragraph 1 of this Article is without prejudice to Article 17. This right does not apply to processing necessary for the performance of a task carried out in the public interest or in connection with public authority inquiries involving the Data Controller.
4. The right referred to in paragraph 1 will not affect the rights and freedom of others.

#### DATA SUBJECT CONSENT



SISTEMI DI GESTIONE  
CERTIFICATI  
CERTIFICATI N. 3802-7700



CERTIQUALITY  
È MEMBRO DELLA  
FEDERAZIONE CISQ



The undersigned \_\_\_\_\_  
as Data Controller or Data Processor of the company

\_\_\_\_\_ declares to have read and understood this statement and undertakes to make it known to the personnel employed within the Company that, for the tasks covered, may have to provide their data to the Quadrante Servizi srl. This information is published on the Quadrante Servizi website ([www.quadranteservizi.it](http://www.quadranteservizi.it)).

The Data Controller also authorizes Quadrante Servizi to process the data for the purposes specified in this statement.

For acceptance:  
Verona, .....

.....  
**(stamp and signature)**