

ELITechGroup S.p.A

Administrative and Operative Site
Sede Amministrativa ed Operativa
C.so Svizzera, 185
10149 Torino (TO) - Italia
Tel : +39 011 97 61 91 Fax : +39 011 93 67 611
egspa.emd.info@elitechgroup.com
www.elitechgroup.com



Registered Office
Sede Legale
Corso Italia, 22
20122 Milano (MI) - Italia

PRIVACY STATEMENT

ELITechGroup S.p.A. is constantly committed to respecting the privacy of the natural persons with which it comes into contact, in accordance with Regulation (EU) No. 679/2016 ("**GDPR**") and with Italian privacy legislation (Legislative Decree 196/2003 as amended).

Pursuant to articles 13 and 14 of the GDPR, we therefore provide you, below, with the necessary explanations of how we will use and process the personal data you submit to us directly or that we acquire from your company within the framework of our commercial relationships (hereinafter "**Personal Data**" or simply "**Data**").

This Privacy Statement applies to the Data of natural persons (e.g. professional services consultants) and sole traders who are our suppliers, as well as the Data of employees of companies that supply products or services to us.

1. DATA CONTROLLER

The Data Controller is ELITechGroup S.p.A. with registered office in Milan, Corso Italia 22 (hereinafter "**ELITech**" or "**we**"), which is responsible for the fair and lawful processing of your Data.

2. THE PERSONAL DATA THAT WE PROCESS

The Data that will be processed by us includes all Personal Data (such as general information, date of birth, contact data - e.g. email address, postal address, telephone number - company by which you are employed, company position, tax ID code, VAT number, bank and tax details and ENASARCO membership if you are an agent) that you submit to us or that we otherwise acquire in the course of negotiation, conclusion and/or execution of the commercial relationship that we enter into with you or with the company for which you work.

If the data is not provided to us by you directly, it will have been communicated to us by the company for which you work.

3. Purpose and LEGAL BASIS OF DATA PROCESSING

The Data defined in point 2(a) above will be processed in order to:

- i) enable us to fully and properly execute the commercial relationship established with you or with the company for which you work, e.g. for the purpose of creating and subsequently managing the supplier database within our business management system, issuing purchase orders, verifying order confirmations and making payments for supplies;

The **legal basis** for the processing of your Personal Data for purpose i) is the need to **execute the commercial relationship** between us or between



ASSOBIOMEDICA

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Inviare tutta la corrispondenza alla sede Amministrativa di Torino



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ELITech and the company for which you work, pursuant to art. 6.1(b) of the GDPR.

- ii) to fulfill legal obligations accruing to ELITech under statutory, fiscal and accounting regulations (including the obligation to retain accounting records, obligations of disclosure to the revenue service and obligation to draw up your annual employee earnings certificate where applicable).

The **legal basis** for the processing of your Personal Data for purpose *iii)* is the need to **fulfill a legal obligation** to which the data controller is subject pursuant to art. 6.1(c) of the GDPR.

- iii) to ascertain, exercise or defend our rights in judicial proceedings, and to receive fiscal, legal or notarial support.

The **legal basis** for the processing of your Personal Data for purpose *iii)* is our **legitimate interest** in exercising or defending our rights in judicial proceedings (pursuant to art. 6.1.(f) of the GDPR), over which, we believe, no rights, interests or fundamental freedoms of yours prevail.

4. DATA RECIPIENTS - DATA TRANSFER TO THIRD COUNTRIES/INTERNATIONAL ORGANIZATIONS

a) SCOPE OF MOVEMENT OF PERSONAL DATA

Within the framework of Data processing for the purposes described in point 3 above, your Personal Data may be communicated or made accessible to other ELITech Group companies and third parties belonging to the following categories:

- providers of IT management/maintenance services for company information systems in which the Data is stored (including business software), including system administrators;
- ERP service providers;
- email service providers;
- technical support software management/maintenance service providers;
- payroll and contribution service providers;
- customers, commercial partners and sales agents;
- product testing and certification bodies;
- audit companies and supervisory boards;
- legal and tax consultants;
- banks; banking companies;
- financial administration;
- in the event of an emergency, public safety authorities.

Where necessary, we shall appoint third-party external Data Processors pursuant to art. 28 of the GDPR.

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Upon request sent to us using the contact details provided in point 7 below, we shall inform you of the identity of the third parties to whom your Data have been communicated.

Within our company organization, your Data will be communicated and processed by Finance, HR, Purchasing, SAD-OP, Production, Tender & Contract, Sales & Marketing, Quality & Assurance Regulatory Affairs, Research & Development and warehouse personnel, and by the managers of the various company functions. All of the above will be duly authorized and instructed by us in data processing pursuant to art. 29 of the GDPR. The Managing Director and Chief Financial Officer of ELITech may also have access to your Data.

b) INTERNATIONAL TRANSFER OF PERSONAL DATA

Should it be necessary for you to provide your services or perform your duties outside the European Economic Area (e.g. if you are involved in a project to be carried out in a non-EEA country), your data may be communicated to our customers and to the parties involved in various capacities in the management and performance of commercial relations and may therefore be transferred to countries that do not offer an adequate level of protection. In this case, any transfer of Data will be carried out in accordance with the model contractual clauses approved by the European Commission (in particular, the model contractual clauses contained in "Set II" of the annex to EU Commission decision No. 2004/915/EC, which is available at the following link: <http://www.garanteprivacy.it/home/provvedimenti-normativa/normativa/normativa-comunitaria-e-intenazionale/trasferimento-dei-dati-verso-paesi-terzi>) or, in the absence thereof, in accordance with art. 49.1(b) or (c) of the GDPR, insofar as is necessary to the performance of the employment contract between us or to the performance of a contract with our customers, without prejudice to the fact that the transfer of your Data will be limited to the Data strictly necessary to achieve the aforesaid purposes.

5. DATA RETENTION PERIOD

(i) Data processed for the purposes defined in 3(i) and 3(ii) will be stored in our archives for the entire duration of our contractual relationship with you or with the company by which you are employed. At the end of this period, your Data will be retained for a further period of 10 years in order to comply with requirements relating to inspections by the competent authorities, legal obligations of a statutory, fiscal and accounting nature, and for the purposes of exercising or defending our rights in judicial proceedings. Data saved on our information management system will be subject to the same retention policy, and will be kept for 10 years from the date on which it was last recorded.

Once our commercial relationship ceases, the processing of your Personal Data will be restricted to the storage and safekeeping of said Data, unless it needs to be otherwise processed in connection with legal action or by virtue of a legal obligation.



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In the event of a dispute, your Personal Data will be processed for as long as is necessary in relation to the said dispute.

(ii) the Personal Data processed for the purpose defined in 3(iii) will be retained for a period not exceeding 10 years, without prejudice to the fact that, in the event of a dispute, the Personal Data will be processed for as long as is necessary in relation to the said dispute.

In general, upon expiry of the retention periods specified above, your Personal Data will be erased.

6. MANDATORY OR OPTIONAL NATURE OF THE SUBMISSION OF DATA – CONSEQUENCES OF REFUSAL.

The submission of your Data for all the purposes defined in point 3 is a necessary requirement for concluding and executing our contractual relationship. In the event of your refusal, therefore, we will not be able to establish or pursue said relationship.

7. DATA SUBJECT'S RIGHTS

Pursuant to articles 13, paragraph 2 b), c) and d), 15, 16, 17, 18, 19, 20 and 21 of the GDPR, we inform you that:

- a) You have the right to ask us for **access** to your Personal Data and for information regarding the purpose of its processing, the parties or categories of parties to which it has been or will be communicated (indicating whether such parties are located in third countries or are international organizations), when possible the period of retention of the Data or the criteria used to determine said period, the existence of your rights to rectify and/or erase your Personal Data, restrict or object to its processing, your right to file a complaint with a supervisory authority, the origin of the Data, and whether an automated decision-making process is used and if so, the logic applied to it. Should you exercise this right and unless you indicate otherwise, you will receive an electronic copy of the Data that we hold about you.
- b) You also have the right to obtain:
 - i. the **rectification** of your Data, if it is incorrect or incomplete;
 - ii. the **erasure** of your Data, if any of the conditions established in art. 17 of the GDPR apply (e.g. your Data is no longer needed in relation to the purposes for which it was collected, you decide to revoke your consent to its processing – where this consent represents the legal basis for its processing and there is no other legal basis for its processing – you object to the processing and no other legitimate interest of the Data Controller prevails, your Data is processed unlawfully);



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- iii. **restriction** of the processing of Data about you 1) for the time it takes ELITech to ascertain the accuracy of your Data (if you have contested it), or 2) if the processing of your Data is unlawful and you request that its processing be restricted, rather than that the Data itself be erased, or 3) when ELITech no longer needs your Data but you need it to ascertain, exercise or defend a right in judicial proceedings, or, lastly, 4) for the time necessary to determine the possible prevalence of the lawful reasons of the Data Controller with respect to yours, where you have objected to the processing of your Personal Data pursuant to point c below;
 - iv. your Data in a structured, commonly used, machine-readable format, for purposes including its transmission to another data controller, where processing is based on consent or on a contract and is performed by automated means (right to **data portability**). If in your interest, you may ask ELITech to transmit your Data directly to another data controller, if technically feasible.
- c) You also have the right to **object** to the processing of your Personal Data, if it is processed pursuant to art. 6.1(e) (to fulfill a legal obligation to which the Data Controller is subject) or (f) (to pursue a legitimate interest of the Data Controller) of the GDPR, unless there are legitimate mandatory grounds for the Data Controller to proceed with processing pursuant to art. 21 of the GDPR.
- d) If you are not satisfied with the processing of your Data by us, you may **file a complaint** with the Italian data protection authority by following the procedures and guidance published on the authority's official website (www.garanteprivacy.it).
- e) Any rectification or erasure of your Data or restriction of its processing made at your request - unless this proves impossible or would involve a disproportionate effort - will be **communicated by us to each of the recipients** to which your Personal Data may have been transmitted in accordance with this statement.

Exercising the above rights is free of charge and is not subject to any constraint in terms of form. We can only ask you to verify your identity before taking further action in response to your request.

To exercise your rights you can contact ELITech by registered letter with proof of receipt to the addresses given in point 1 above, or by email to the following address: egspa.privacy@elitechgroup.com.

I confirm that I have read the above statement:

Date _____

Signature _____



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