

## **INFORMATION TO BE GIVEN TO THE SUPPLIER IN ACCORDANCE WITH ART. 13 D.LGS. 196/03**

*Object: information about the processing of personal data and data subject's consent, in accordance with articles 13 and 23 of the Legislative Decree 20<sup>th</sup> June 2003 nr. 196, so-called "Italian Privacy Code"*

The processing of your personal data by our company is guided by principles of fairness, lawfulness, transparency, relevance, completeness and no excess, in order to protect your right to the personal data protection. In such a context, we provide you with the required information pursuant to article 13 of D.Lgs. 196/2003 and we ask you to give your consent to the processing of some of your personal data.

### **1. Data subjects, processed data categories and processing purposes**

Our company processes some data of the suppliers and those who want to be suppliers of Treofan Italy S.p.A., in particular, with regard to the personal data and the data which are necessary to perform a legal obligation, included accounting and tax obligations, as well as commercial data which are necessary to manage business relationships, also in case of a lawsuit against your company, if any.

The purposes of the data processing are also related to those above mentioned, such as marketing, advertising and promotional activities.

We have neither data concerning your racial origins, philosophical, religious, and political or trade union opinions or your sexual life or health conditions, so-called "sensitive data" nor data concerning your criminal record, so-called "judicial data", at hand.

### **2. Processing way and data collection**

Personal data are:

- a) Processed fairly and lawfully;
- b) Collected and recorded for specific explicit and legitimate purposes and used in further processing operation in a way that is not inconsistent with said purposes.
- c) Adequate, relevant and not excessive in relation to the purposes for which they are collected and/or further processed;
- d) Accurate and, where necessary, kept up to date;
- e) Kept in a form, which permits identification of data subjects for no longer than is necessary for the purposes for which the data were collected or for which they are further processed.

We process personal data by means of instruments and procedures, which can satisfy safety and privacy standards, using paper, personal computers and audio and/or video tapes.

Personal data will be processed all through throughout the contract and subsequently to meet a legal obligation and for administrative and commercial purposes.

The data are generally collected at the data subject or by means of public records. Where the data have not been obtained from the data subject, the current information has to be given to the data subject at the time of undertaking the recording of personal data or, if a disclosure to a third party is envisaged, no later than the time when the data are first disclosed, except in the hypotheses provided for by art. 13 comma 5 of the D.Lgs. 196/2003.

### **3. Obligatoriness or voluntariness of data giving and possible consequences of failure to reply**

The data giving, even if not mandatory, according to the law, is however necessary for the fair management of contracts, the entering into which could be stopped by a possible failure to reply.

### **4. Categories of recipients of data**

Your personal data can be communicated either to the Managing Directors and Executives, or auditors, employees and collaborators of the company, if Treofan Italy S.p.A. charged them to process the information.

Your personal data can be also communicated to the legal persons, appointed by the Treofan Italy S.p.A. as processors, which usually collaborate with the company on the carrying out, the organization and the administration of the company activities.

A complete list of the persons which are in charge of the data processing could be asked to the under mentioned "*person designed to provide responses to data subjects*".

Your personal data will not be disclosed. The expression "disclosure" means to inform about the personal data an unlimited number of people in whatever way, also by placing the data at their disposal or consultation.

Your data may be communicated and transferred to the companies of the Treofan Group, abroad: towards the parent company Treofan Germany GmbH & Co. KG and affiliates, in accordance with the provisions of art. 42 of D. Lgs. N. 196/2003, and stored in databases in Germany. The data transferred may, in turn, be communicated and processed, in accordance with the German Law on the protection of Personal data (Bundesdatenschutzgesetz), by third-party companies of which the Treofan group should avail themselves for the management of data relating to Personal and in any case in the context of the purposes of this information.

Furthermore, your personal data will be communicated to public authorities or legal persons which can know and process the data according by law, order or European Community legislation, within the boundaries set by these provisions; to subjects, which needs to know and process your data for purposes which are related to our business and contractual relationships, within limits that are strictly necessary to carry out these

purposes (for example banks or shipping agents); to ours consultants, within limits that are strictly necessary to carry out their duties for our company, on behalf of which this information is also collected.

## **5. Data subject's right of access to data**

According to article 7 of the D.Lgs. 196/2003, the data subject has the right to obtain confirmation as to whether or not data relating to him are being processed, even if not yet recorded, and the communication to him in an intelligible form of the data undergoing processing. The data subject has the right to obtain any available information about: 1) the source of the personal data; 2) the purposes and the way of processing; 3) the logic involved in any automatic processing of data concerning him; 4) the personal data of the Data Controller, Data Processors, and the representative appointed pursuant to article 5 comma II of the d.lgs. 196/2003; 5) subjects or categories of subjects to whom the personal data can be communicated or who can know the data as representative in the State, Data processors, or "Subjects in charge of the data processing". The data subject has also the right to obtain from the Data Controller: a) the updating, the rectification, or, if interested in, the integration of the data; b) the erasure, the modification in an anonymous form or the blocking of the data the processing of which does not comply with Law, included those data the conservation of which is not necessary with reference to the collection and processing purposes; c) the notification to third parties to whom the data have been disclosed of any updating, rectification, integration, erasure, modification or blocking carried out in compliance with a) and b), unless this proves impossible or involves a disproportionate effort; d) the certification of the notification carried out in compliance with c). The data subject has the right to object, totally or partially, a) on compelling legitimate grounds relating to his particular situation, even though they are connected to the collection purposes; b) to the processing of data relating to him for purposes of advertisement, direct marketing, market researches. In order to exercise the said rights the data subject can apply to the I.T. manager of the Treofan, Mr. Stefano Romitelli appointed pursuant to article 13 letter f) of the d.lgs. 196/2003, available as follows: telephone number +39 - (0)744 - 802269, E-mail: Privacy@Treofan.com, business address in Terni (Italy), Piazzale Donegani, 4. The Data Controller is Treofan Italy S.p.A, whose details are related on the present information heading.