

PRIVACY NOTICE ON PERSONAL DATA PROCESSING

Dear Sirs,

we hereby refer to our contractual/business relationships with your company and, with a view to adapting to and fully complying with the provisions of Regulation (EU) 2016/679, *General Data Protection Regulation* (“**Regulation**”) and, as far as necessary, with Legislative Decree no. 196/2003, *Code on personal data protection*, as amended and supplemented, this company, Sutter Professional S.r.l., having examined its relationships with its partners and clients, wishes to inform you of what follows.

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With respect to the personal data of your contractual contact persons, managers, directors and, in general of your staff with whom we interact as part of our existing contractual and/or business relationship and which Sutter Professional S.r.l. otherwise acquires, whether directly and/or incidentally, in the course of contract performance and supply of the corresponding services, Sutter Professional S.r.l. acts as an autonomous data controller.

To this end, under Article 13 of the Regulation, please find below our privacy notice on the processing of the said personal data which we urge you to read and which you are required, accepting full responsibility therefor, to bring to the knowledge of all staff members whose personal data are communicated to our company.

DATA CONTROLLER

The Data Controller is Sutter Professional S.r.l., with headquarters in Borghetto di Borbera (Alessandria), Località Leigozze, 1, Tax ID. and VAT no. 02102690068 (“**Controller**” or “**Company**”).

LEGAL BASIS AND PURPOSES OF PROCESSING

The Controller processes personal data such as: company name, name, surname, Tax ID., address, email, landline and/or mobile phone number, also referred to the client’s employees, collaborators or contractual contact persons, as well as information on the client's business and/or professional activity, bank details and information on orders sent by the Company and, in general, on any contractual relationships with the latter.

Data are processed by the Controller for purposes that are instrumental and functional to contractual and/or precontractual relationships and to fulfil all statutory and regulatory obligations which the Controller is subject to by reason of its activity, in particular to:

- 1) **manage the contractual relationship and all ensuing obligations, including statutory obligations:** personal data are processed to carry out preliminary activities and activities ensuing from the management of the relationship with the Company as well as activities that are instrumental and functional to its performance, and to fulfil any other obligation deriving from the contract or the existing business relationship. This includes the management and keeping of accounts, the management of interactions as part of the contractual or business relationship, services and products assistance and fulfilment of clients requests;
- 2) **fulfil legal obligations:** data processing may be required or necessary to fulfil obligations deriving from the law or regulations, whether they are national and/or European, in force and applicable to the Controller, as well as provisions issued by competent authorities and bodies;
- 3) **pursue a legitimate interest of the Controller:** the Company may process personal data to defend a right or an interest before any competent authority or entity, including expressly for debt collection purposes; in order to give execution to products or services offer similar to the ones previously bought, limited to email addresses supplied in the contractual or commercial activities unless opposition to data processing (soft spamming).

COMPULSORY OR OPTIONAL PROVISION OF DATA

The provision of data for the purposes referred to in the previous paragraph is purely optional. However, since such processing is necessary for the management of the contractual/business

relationship, the non-provision, partial or incorrect provision of the data in question will make it impossible for the Controller, depending on the case, to manage and to process orders and / clients specific requests, data controller impossibility to send general policies on products and services similar to the ones previously bought or also to pursue its legitimate interests (such as the defence of legal claims).

COMMUNICATION OF DATA

The data may be communicated to the following categories of subjects:

- to all those parties (including public authorities) with access to personal data under legislative or administrative provisions;
- to all those subjects, public and/or private, natural and/or legal persons to whom the communication is necessary or functional for the correct fulfilment of a contractual or legal obligation.

In addition to the above, personal data may be made known to persons working on behalf of the Company, such as, by way of example only, and not limited to carriers, runners and shippers in charge of products delivery; Company's legal and tax professionals and advisers, including statutory auditors and audit firms, which will keep them, as the case may be, as external data controller and processors acting on the Company's behalf.

Personal data may be acquired also by the Controller's employees and collaborators specifically authorised to this end.

Lastly, given data may be transferred to other companies within the Company's group for administrative-accounting purposes and for business strategy and organisation.

DATA RETENTION PERIODS

Personal data will be processed and kept for the entire duration of the contractual and/or business relationship and, subsequently, for the maximum time provided for by the applicable legal provisions on the limitation of the rights and/or forfeiture of the action (also in the administrative-fiscal area) and, in general, to exercise/defend the rights of the Controller in the disputes promoted by public authorities, public entities/bodies and private subjects.

In any case, the data subject may object, on grounds relating to his or her particular situation, at any time to processing of personal data concerning him or her.

Once the purposes that legitimate the storage of personal data have all been met, the Controller will erase them, compatibly with back-up technical procedures, or will make them anonymous.

RIGHTS OF THE DATA SUBJECTS

The data subject (namely the natural person whom the personal data refer to) may ask the Controller to exercise the following rights:

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| Access | The data subject may request confirmation of the existence or otherwise of processing of his/her personal data and, if so, may ask to access such data and specific information on the processing, such as, for example, the purposes, the categories of data processed, the existence of the other rights indicated below. The data subject may also ask for a copy of his/her data. |
| Rectification | The data subject has the right to request and obtain correction of his/her personal data and/or the integration of incomplete personal data. |
| Erasure | The data subject may obtain the erasure of his/her data, without unjustified delay, inter alia, if (i) such data are no longer necessary for the purposes for which they were collected, (ii) the data subject objects to the processing of his/her data (as indicated below) and there is no other legitimate prevalent reason for the processing, (iii) the data are processed unlawfully, (iv) the data must be deleted pursuant to a legal obligation, (v) personal data of a minor under 16 years of age were collected in relation to the supply of company services. This right does not apply to the extent that data processing is necessary, inter alia, for compliance with a legal obligation or for the establishment, exercise or defence of legal claims. |

Restriction	The data subject shall have the right to obtain restriction of processing, which means that data processing will be suspended for a given period. This may occur, for example, when the accuracy of the personal data is contested by the data subject, but the controller needs a period enabling it to verify data accuracy. This right does not prevent the continuation of personal data processing.
Portability	In the event of automated processing based on consent or on the performance of contractual obligations, the data subject has the right to receive his/her personal data in a structured, commonly used and machine-readable format and transmit those data to another data controller. The data subject also has the right to have the personal data transmitted directly from one controller to another, where technically feasible. The possibility of obtaining the cancellation of data, as indicated above, remains.
Objection	The data subject has the right to object at any time, on grounds relating to his or her particular situation, to processing based on a legitimate interest of the Controller, except where the latter demonstrates compelling legitimate grounds for the processing which override the interests, fundamental rights and freedoms of the data subject or for the establishment, exercise or defence of a right in court. The data subject may object to processing for marketing purposes.

Lastly, in the cases set out in Article 77 of the Regulation, the data subject may lodge a complaint with the competent supervisory authority, in particular in Italy where the data subject has his or her habitual residence or place of work (<http://www.garanteprivacy.it/>) or, if different, in the Member State where the Regulation was infringed.

The above rights may be exercised by request sent to the Controller without formalities. The request may be sent to the Controller by mail, to the addresses indicated above, or by email to privacy@sutter.it.

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Any changes or updates to this privacy notice will be communicated or notified using appropriate means.