

INFORMATION ON THE PROCESSING OF PERSONAL DATA OF PERSONS WORKING FOR THE DATA CONTROLLER'S SUPPLIERS

BY SICIM S.P.A.

(art. 13 Reg. UE 679/2016)

Short privacy policy



Who processes my personal data?
The Data Controller is SICIM S.p.A.
Registered office: via Consolatice Superiore 96/98, Busseto (PR)
E-mail address: privacy@sicim.eu

For which purposes does SICIM process my data?	Why is the processing of my data lawful?	To whom will my data be disclosed?	How long will my data be stored?
For administrative purposes and to manage the contractual relationship established with you.	Because it is necessary for the performance of a contract to which you are a party or for the performance of pre-contractual measures taken at your request, as well as for the fulfilment of legal obligations to which the Data Controller is bound.	<ul style="list-style-type: none"> Professionals and/or Professional practices Insurance companies Banks and credit institutions Suppliers of IT services and management software Clients Other SICIM branches 	For 10 years from the end of the contractual relationship.
What happens if I do not provide my data?	It will be impossible to properly establish or continue the contractual relationship.		

What are my rights?	With regard to the personal data you have provided, you have the right to obtain their: <ul style="list-style-type: none"> access rectification portability, and in certain cases: deletion restriction of processing. You may exercise your rights by writing to the Controller's e-mail address: privacy@sicim.eu
Who can I lodge a complaint with?	If you consider that your rights have been violated, you have the right to lodge a complaint with the Italian Data Protection Authority via the procedure indicated on the website www.garanteprivacy.it

Extended privacy policy





1. WHO PROCESSES MY PERSONAL DATA?

The Data Controller of your personal data is SICIM S.p.A. with registered office in Busseto (PR) via Consolatice Superiore 96/98. You may contact the Data Controller:

- by phone at 0524 930211
- via e-mail at privacy@sicim.eu

2. WHAT ARE THE PURPOSES FOR THE PROCESSING OF MY DATA AND WHY IS IT LAWFUL?

Your data is processed for the management of the contractual relationship and for administrative purposes.

The processing of your data for the purpose of managing the contractual relationship is lawful because it is necessary for the performance of a contract to which you are a party or the execution of pre-contractual measures taken at your request, as well as for the fulfilment of accounting, tax and civil law obligations to which the Controller is bound.

3. TO WHOM WILL MY DATA BE DISCLOSED?

Your data may be communicated to:

- Professionals and/or professional practices that provide the Data Controller with assistance/advice in the fields of accounting, administration, law, taxation;
- Clients;
- Insurance companies;
- Banks and Credit Institutions;
- Suppliers of management software and IT services;
- Other SICIM branches, where needed.

You can request a complete list of the recipients of your personal data by writing to privacy@sicim.eu. In any case, your personal data will not be disclosed.

4. IS MY DATA TRANSFERRED OUTSIDE THE EUROPEAN UNION?

Your data may be transferred outside the European Union, e.g. through the use of IT providers based abroad, or the data of your contact persons may be transferred. Any transfers will be lawful because they are necessary to perform the contract concluded with you, or because they are based on an adequacy decision of the European Commission or on the Standard Contractual Clauses.

5. HOW LONG WILL MY DATA BE STORED?

The Controller will keep your personal data for a period of time not exceeding the time necessary to achieve the purposes for which it is being processed. Specifically, for the purposes of managing the contractual relationship, your data will be kept for 10 years from the end of the contractual relationship on the basis of the civil law requirement to retain documents relevant for accounting, tax and anti-money laundering purposes in accordance with the relevant regulations.



QMS 131212-01 EMS 131212-02 OHS 131212



3834-2 ITI000013



At the end of this period, the Data Controller shall erase the data irreversibly - by means of destruction or secure erasure methods - or store them in an anonymous form that does not allow, even indirectly, your identification.

6. WILL I BE SUBJECT TO PROFILING?

Under no circumstances will your data be used to obtain information about your preferences or behaviour, nor will you be subject to any decision based solely on automated processing of your personal data.

7. WHAT ARE MY RIGHTS?

You have the following rights:

- **Right of access:** the right to obtain from the Data Controller confirmation as to whether or not personal data concerning you are being processed and, if so, to obtain access to your personal data - and a copy thereof - and to receive information about the processing;
- **Right to rectification:** the right to obtain from the Data Controller the rectification of inaccurate personal data concerning you without undue delay and the integration of incomplete personal data, including by providing a supplementary declaration.
- **Right to erasure:** the right to obtain from the data controller the erasure of personal data concerning you without undue delay if one of the following grounds applies:
 - personal data are no longer necessary in relation to the purposes for which they were collected or processed;
 - the data subject objects to the processing and there is no overriding legitimate reason to process the data;
 - personal data have been unlawfully processed;
 - personal data must be erased in order to comply with a legal obligation to which the Controller is subject;
 - personal data have been collected in connection with the provision of information society services.
- **Right to the restriction of processing:** the right to obtain from the Controller the restriction of processing when one of the following cases occurs:
 - you challenge the accuracy of the personal data, for the period necessary for the Controller to verify the accuracy of the data;
 - the processing is unlawful and you object to the deletion of your personal data and request that their use be restricted instead;
 - although the Controller no longer needs the data for processing purposes, the personal data are required by you for the establishment, exercise or defence of a legal claim;
 - you have objected to the processing pending verification of whether the legitimate reasons of the data controller prevail over your own.
- **Right to data portability:** the right to receive in a structured, commonly used and machine-readable format the personal data concerning you that you have provided to the Controller and to transmit such data to another controller where the processing is based on consent or on a contract and is carried out by automated means.
- The right not to be subject to a **decision based solely on automated processing**, including profiling, which produces legal effects concerning you or significantly affects you in a similar way.

You may exercise your rights by sending a request to the Controller's e-mail address privacy@sicim.eu. The Data Controller shall reply as soon as possible and, in any event, no later than 30 days after your request.



QMS 131212-01 EMS 131212-02 OHS 131212



3834-2 ITI000013



8. AM I OBLIGED TO PROVIDE MY DATA?

You are required to provide your data on the basis of a contractual obligation.

9. HOW CAN I LODGE A COMPLAINT?

If you wish to lodge a complaint about the way in which your personal data are processed by the Controller or about the handling of a complaint you have submitted, you have the right to lodge a complaint directly with the Supervisory Authority in accordance with the procedures indicated on the website www.garanteprivacy.it.

Busseto, 14/09/2021

 S.p.A.
Via Consolatice Superiore, 96
43011 BUSSETO (PR)
C. F. e P. IVA 00143470342



QMS 131212-01 EMS 131212-02 OHS 131212



3834-2 ITI000013

