

PRIVACY INFORMATION FOR SUPPLIERS AND THEIR EMPLOYEES

Pursuant to Reg. EU/2016/679

AMICO & CO srl, with headquarters in Genoa, Via dei Pescatori – CAP 16128, Tel. +39 010-2470067, e-mail: privacy@amicoshipyard.com, Vat number IT03249970108, in the person of the legal representative *p.t.* (“**Data controller**” or “**Company**”) informs you that, pursuant to EU Regulation n. 2016/679 “GDPR”, your data will be processed in the following ways and for the following purposes:

1. Categories of processed data and ways of processing

The Data controller processes the personal data of Suppliers who are physical persons, or of physical persons through which the Supplier acts in legal relationships with the Data Controller (for example, identification and personal data of employees, collaborators, interns etc, name, surname, street address, province and town of residence, fixed and/or mobile number, fax number, tax number, VAT number, company name, personal email address, bank and payment details e.g. IBAN, economic and commercial data relative to the relationship, tax receipt issuing, invoicing).

As far as Suppliers who are legal entities, the Data Controller processes the personal data of your employees, collaborators, legal representatives or attorneys necessary for managing the commercial relationship or for the signing of contracts (“contact data” or “contractual data”) which, as far as this information is concerned, are also considered to be “**personal data**”). The persons to whom the personal data refer are the “**Data Subject**”.

2. Purposes and legal basis of the processing

The personal data of above-described natural persons and legal entities are processed without the need for express prior consent for the following purposes:

1. establishment and execution of the contractual relationship between the Supplier and the Data Controller, including the management of personal data as well as that of the register of suppliers;
2. managing suppliers' qualifications;
3. managing orders;
4. managing of the contractual relationship;
5. managing inspection visits and performance evaluations;
6. carrying out administrative and accounting tasks – such as management of accounts and the treasury, as well as invoicing (for example for checking and registration of invoices).

In relation to the above points, natural person Supplier’s personal data processing is therefore based on the necessity to execute the established contractual relationship or on the obligation imposed by a regulatory provision. As far as concerns legal entity Supplier’s, the data is treated based on the legitimate interest of the Company to correctly manage its relationship with its suppliers or on the obligation imposed by a regulatory provision.

3. Data communication

Data can be made accessible for the purposes outlined in art. 2:

to employees and collaborators of the Data Controller, authorized to process data or appointed system administrators, or to third parties or other subjects (as an indication, credit institutions, professional offices, consultants, insurance companies for the provision of insurance services, suppliers of third party technical services, couriers, hosting providers, IT companies, advertising agencies, companies dealing with legal, accounting,

tax and insurance requirements, management of receipts and payments, management IT asset, companies that deal with sending correspondence etc.) who perform activities in outsourcing on behalf of the Data Controller, appointed, if necessary, data processors. Data could be transmitted to the Security Authorities following a request and the Judicial Authorities if necessary.

Your personal data will not be disclosed and may be known, to the extent necessary and for the purposes indicated, by employees and collaborators of AMICO & CO srl, authorized pursuant to Art. 29 of the Code; furthermore it can be communicated to third parties, as independent or joint data controllers, or as External Data Processors pursuant to Article 28 of GDPR, with an appointment contract, that contains the methods of processing and the security measures to be taken by them for the management and conservation of personal data for which the Company is Data Controller, such as:

- External entities, even private ones, inspectors of various types;
- Previously appointed external consultants;

4. For how long do we conserve your data?

In relation to the different purposes and objectives for which data is gathered, your personal data will be kept for the time required by the applicable legislation, and at any rate for a period of time that is no longer than that necessary for the achievement of the above-mentioned purposes, that is to say in general for a period of ten years, also for the purposes of conserving invoicing data. At the end of this period, data is destroyed with secure erasing methods, like wiping and shredding.

5. Which are your data rights?

As a Data Subject, you have the right at any moment to exercise your rights regarding GDPR. Requests should be sent to: AMICO & CO srl, with its headquarters in Genoa, in Via dei Pescatori – CAP 16128 telephone: +39 010-2470067, e-mail: privacy@amicoshipyard.com, Vat number IT03249970108.

In particular, you have the right to obtain from the Data Controller:

1. Confirmation that your personal data concerning is being processed and in such a case, obtain access to personal data and related information (art. 15);
2. Rectification and deletion of data (art. 16 and 17);
3. Limitation of data (art. 18);
4. Certification that the operations referred to in points 2) and 3) above have been brought to the attention of those to whom the data has been communicated, provided that this is not impossible or involves a disproportionate use of means (art. 19);

The Data Subject may also exercise, under the conditions specified in the GDPR:

5. the right to data portability (art. 20);
6. the right to object (art. 21);
7. the right to object to automated decision-making relating to natural persons, including profiling (art. 22);
8. the right to withdraw your consent at any time (if the processing is based on consent) (art. 7);
9. without prejudice to any other administrative or judicial action, the right to lodge a complaint with the competent supervisory authority for the protection of personal data for any breach you consider to have suffered, which for Italy is the **Garantor for the protection of personal data**. The complaint may be lodged by following instructions found on www.garanteprivacy.it, or alternatively by post, sending it to the *Garante per la Protezione dei Dati Personali*, which has its headquarters in Rome (Italy), Piazza Venezia n. 11 – Cap 00187.

For acknowledgement:

Legible signature _____

Place _____ Date _____