



Data Protection Management System

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Classification: L1 – PUBLIC

SUPPLIERS PRIVACY POLICY

12, 13 and 14 of the EU General Data Protection Regulation 2016/679

SPESSO GASKETS s.r.l.

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CONTENT LIST

CONTENT LIST	2
1 ADDRESSEES OF THE POLICY.....	3
2 PREMISE	3
3 DEFINITIONS.....	3
4 DATA CONTROLLER	3
4.1 DATA PROTECTION OFFICER - DPO	3
4.2 DATA PROTECTION COORDINATOR.....	3
5 COMPANY POLICY ON THE PROCESSING OF PERSONAL DATA	3
6 PURPOSES OF PROCESSING	3
7 INFORMATION ON THE COLLECTION OF DATA	5
8 MANDATORY OR OPTIONAL NATURE OF DATA PROVISION	5
9 FURTHER INFORMATION ON DATA RETENTION	5
10 PROCESSING METHODS.....	5
10.1 AUTOMATED DECISIONS	6
10.2 SECURITY	6
11 SCOPE OF DISCLOSURE AND DISTRIBUTION OF THE DATA.....	6
12 TRANSFER OF DATA ABROAD	6
13 RIGHTS OF THE DATA SUBJECT	6
14 LODGE A COMPLAIN WITH A SUPERVISORY AUTHORITY (ART. 77 GDPR).....	6
15 POLICY UPDATE	7

1 ADDRESSEES OF THE POLICY

This document is addressed to our Suppliers or potential Suppliers and to all individuals who for whatever reason give their personal information to our organization while acting on behalf of or for our Suppliers or potential Suppliers. All individuals who qualify as contractors are considered suppliers.

Minors: In case you are a minor, for example a student included in a training program, we invite you to contact your company manager to better understand the contents of this document.

2 PREMISE

In compliance with the indications provided by **Regulation (EU) 2016/ 679** (hereinafter "**Regulation**" or "**GDPR**") regarding the processing and free movement of personal data, you have the right to know all the information regarding the processing of your personal data in a clear and transparent manner. Therefore, in accordance with this principle, we intend with this document to inform you about the processing of your personal data.

3 DEFINITIONS

The definitions of the terms used in this document are as art. 4 of [Regulation EU 2016/679](#)

4 DATA CONTROLLER



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Data Protection Officer (DPO): **NOT APPOINTED**

4.1 DATA PROTECTION OFFICER - DPO

SPESSE GASKETS, after analyzing the conditions of mandatory appointment provided by art.37 of the GDPR and excluding the existence of conditions for a voluntary appointment, decided not to appoint the DPO.

4.2 DATA PROTECTION COORDINATOR

SPESSE GASKETS, also pursuant to art. 2-quaterdecies of D. Lgs.196/2003 (c.d. "Privacy Code), appointed a Corporate **Data Protection Coordinator** with the task of supervising the compliance of processing with the GDPR.

The **Data Protection Coordinator** is at your disposal for any clarification or information regarding the processing of your personal data and to facilitate the possible exercise of the rights that are recognized by the Regulation.

You can contact the Data Protection Coordinator at the following e-mail address: privacy@spesso.com

5 COMPANY POLICY ON THE PROCESSING OF PERSONAL DATA

6 PURPOSES OF PROCESSING

Personal data relating to you, such as name, surname, address, telephone, fax, e-mail, company role, as well as other information from you or your organization voluntarily given to our Company or by **SPESSE GASKETS** deduced by virtue of the existing relationship, (hereinafter, the "Data") will be processed exclusively for the following purposes:

ID	Description of the purposes, legal basis, origin of data and duration of processing
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Purpose: *To give effect to contractual and/or pre-contractual measures aimed at the provision of goods or services by your organization to our Company. This includes handling requests for quotations from, orders, any claims, warranties, payments, and refunds.*

Lawfulness: These processing operations are carried out in accordance with Article 6(1)(b) of the GDPR.

F1 Data provenance: The data, generally contact information associated with your other business information, may be conferred directly by you, or communicated by your organization, derived from your existing relationship or may come from public directories or collected from third parties who have reported to you.

Duration of processing: Processing will cease at the end of the contractual relationship.

Further Retention: If deemed appropriate and lawful, at the end of the processing duration, your personal data may be anonymized (see purpose **F7**) or further retained for civil or judicial reasons (see purpose **F5**).

Purpose: *To fulfill legal obligations, regulations arising from EU legislation, or arising from instructions given by public authorities or supervisory bodies. For example, your personal data may be used to manage invoicing, comply with our accounting and tax obligations, protect health and safety in the workplace (should our employees carry out their work at one of your establishments), fulfill any reporting obligations.*

Lawfulness: These processing operations are carried out in accordance with Article 6(1)(c) of the GDPR

F2 Data provenance: The data, generally contact information associated with your other business information, may be conferred directly by you, or disclosed by your organization, derived from your existing relationship, or may be from public directories or collected from third parties who have reported to you.

Duration of processing: Processing will cease when the legal obligation expires.

Further retention: Compatible with the retention period imposed by law, if deemed necessary and lawful, your data may be further retained for civil or judicial reasons (see purpose **F5**).

Purposes: *To identify, select, accredit our suppliers, assess their suitability (including over time), manage, care, consolidate the relationship with suppliers, plan commercial, financial and market strategies, define budgets, optimize operational strategies, and plan business objectives.*

Lawfulness: These processing operations are carried out in accordance with Art. 6 para. 1 letter f) of the GDPR based on the Legitimate Interest of the Data Controller.

F3 Data Provenance: The data generally are those collected for purposes **F1** and **F2** and possibly supplemented by us through the provision of additional information by you or your organization or otherwise obtained during the existing relationship.

Duration of processing: Subject to the exercise of the right to object, Processing will last until the interest pursued by the Data Controller is achieved. Normally **10 (ten) years** from the last business relationship.

Further Retention: If deemed appropriate and lawful, upon termination of the processing, your personal data may be anonymized (see purpose **F7**) or further retained for civil or judicial reasons (see purpose **F5**).

Purpose: *To achieve, maintain and demonstrate certification or accreditation, to comply with regulatory standards (e.g., ISO 9001, ISO 14001, ISO 45001, ISO 27001, etc.), to apply specific codes of ethics, conduct or ethics (e.g., Code of Business Ethics).*

Lawfulness: These processing operations are carried out in accordance with Article 6(1)(f) of the GDPR based on the Legitimate Interest of the Data Controller.

F4 Data Provenance: The data processed are generally collected for purposes **F1**, **F2** and **F3**. However, additional data may be collected by us or conferred by you and/or your organization, during the ongoing relationship.

Duration of Processing: Subject to the exercise of your right to object, Processing will last for the duration of the business relationship or until the legitimate interest pursued by the Data Controller is achieved.

Further Retention: If deemed appropriate and lawful, upon termination of the processing, your personal data may be further anonymized (see purpose **F7**) or retained for civil or judicial reasons (see purpose **F5**).

Purpose: *To take protective actions to protect the interests of the Company or those of third parties such as, for example, to exercise defense in court and/or enforce rights.*

Lawfulness: These processing operations are carried out in accordance with Article 6 Paragraph 1 letter f) of the GDPR based on the Legitimate Interest of the Data Controller.

F5 Data Provenance: The data subject to the retention processing are conferred or collected for all the purposes stated in this document.

Duration of processing: Until the protection purposes are fulfilled.

Retention: We will retain your personal data for the prescriptive period provided by the legislation for the protection of related rights, subject in any case to longer retention periods provided by specific sector regulations. Specifically, data will be processed and/or retained for a period of **10 (ten) years** from the termination of the contract, termination of the relationship or achievement of the purposes of collection.

Purpose: To protect and ensure the delivery of our IT services and information and support assets, such as performing logical access control, protecting IT systems from malware, fighting repudiation and misuse, etc.

Lawfulness: These processing operations are carried out in accordance with Article 6(1)(f) of the GDPR on the basis of the Legitimate Interest of the Data Controller.

F6 Provenance: The data are automatically conferred during your use of the IT services that, if applicable, we make available to you to carry out your work performance at one of our facilities or remotely.

Duration of processing: We will process your personal data for the time strictly necessary to achieve the purposes of collection (**maximum 6 months**, without prejudice to processing due to specific needs attributable to other processing purposes covered by this policy).

Retention: Data will be deleted within **6 months** of collection. This is without prejudice to additional retention periods provided for the purpose **F5**.

Purpose: Anonymization for internal analysis and statistical purposes. Under certain circumstances, for processing for purposes **F1, F2, F3, F4** and **F6** we may anonymize some data so that it can no longer be associated with you, in such cases it will be possible for us to use such data without further notice to you and retain it indefinitely. We will only perform anonymization if we are able to ensure and demonstrate over time that we cannot associate such data with you again (e.g., through Reverse Engineering techniques).

F7 For example, the data may be used to process market, quality, security, website access, etc. statistics. Should the use of your anonymized data be required to feed statistics that might fall outside of your legitimate expectations, we will provide you with specific information and collect your consent if necessary.

Lawfulness: This anonymization processing will be carried out in accordance with Article 6 par. 1 letter f) of the GDPR based on the Legitimate Interest of the Data Controller.

Data Source: Collected for the purposes **F1, F2, F3, F4** and **F6**

Duration and Retention: We will retain and use the anonymized data indefinitely.



If, during the existing relationship, further and specific processing, not indicated in this policy, should become necessary, it will be the responsibility of **SPESKO GASKETS** to provide you and/or your organization with a specific policy in advance and, if applicable, proceed to acquire the necessary consent.

This principle will also be applied if it is necessary and lawful to process special categories of data (ex-Art. 9 of the GDPR) or to process personal data related to criminal convictions and offenses (ex-Art. 10 of the GDPR) for supplier qualification if this is appropriate and required by law.

7 INFORMATION ON THE COLLECTION OF DATA

From the stage of information collection, any processing carried out by us will respect the principle of relevance and non-excess by virtue of the purposes pursued by the same. We inform you that access to your personal data by the persons in charge, is allowed only if the knowledge is considered strictly essential to the pursuit of the purposes outlined in this policy.

8 MANDATORY OR OPTIONAL NATURE OF DATA PROVISION

For the purposes **F1** and **F2** of this policy, the provision of personal data is a necessary requirement and any refusal to provide the requested information, could totally or partially prevent the performance of activities aimed at the fulfillment of the commercial supply contract, or the fulfillment of legal obligations, regulations arising from EU legislation, or arising from instructions issued by public authorities or supervisory bodies. By way of example, our Company may be prevented from supplying you or your organization with goods or services.

9 FURTHER INFORMATION ON DATA RETENTION

Except as stated in [Section 6](#) of this policy, for organizational reasons, data will be deleted/destroyed or anonymized within **90 days** after the expiration of the retention periods.

10 PROCESSING METHODS

With logic strictly related to the purposes of collection, in **SPESKO GASKETS** we adopt and observe strict procedures and security measures to store, use and view your personal data through paper, computer and telematic tools, so as to always ensure their protection against unauthorized or unlawful processing and from accidental loss, destruction or accidental damage.

Your data are:

- collected exclusively for the stated purposes and subsequently processed in compliance with them;
- adequate, relevant and limited to the purposes stated above;
- accurate and, if necessary, updated, deleted and/or rectified, also according to your possible indication;
- used and kept for a period of time not exceeding the achievement of the purposes for which they are collected.

10.1 AUTOMATED DECISIONS



To achieve the purposes of this policy, **SPESSEO GASKETS** does not implement automated decisions based on your personal data.

10.2 SECURITY



SPESSEO GASKETS has taken steps to assess the risks to the rights and freedoms of the data subjects involved in the processing operations declared in this policy, also considering the risks impending on the computer systems used for such processing. The risks were subsequently assessed, analyzing the sources of risk and mitigating the threats capable of materializing them through the adoption of technical and organizational measures deemed appropriate.

11 SCOPE OF DISCLOSURE AND DISTRIBUTION OF THE DATA

For the pursuit of the purposes stated in this document and within the limit of what is strictly necessary, **SPESSEO GASKETS** makes use of the activities of external subjects with whom special agreements on the processing of personal data are stipulated to regulate the relations of **Ownership / Responsibility** under the Regulation (e.g. external subjects who carry out technical, commercial, legal, administrative consultancy, companies that provide Cloud IT services, data processing, shipping and transport services, banks, entities, public administrations, authorities, supervisory bodies, etc.).

Internally, individuals involved in the processing activities of your personal data are bound to confidentiality, properly trained and appointed as **“Authorized”** subjects for processing.

Subject to any legal obligations, **your personal data will not be disclosed.**

For more information about who may become aware of your personal data, please contact our Corporate Data Protection Coordinator.

12 TRANSFER OF DATA ABROAD

For the purposes stated in this policy, **SPESSEO GASKETS** does not transfer your data outside the European Economic Area (EEA).

However, should your personal data be transferred to countries outside the European Economic Area (EEA), in the absence of adequacy decisions from the European Union Commission, our Company will ensure that appropriate safeguards are in place to protect your personal data in these countries. Some of the safeguards that may be adopted, where appropriate, include the use of standard contractual clauses approved by the European Commission, pseudonymization and, if possible, encryption of the data itself.

By way of example, but not limited to, we inform you that the transfer abroad of your personal data is often related to the use of cloud technologies, digital communication systems, security software and protection of IT services. In these cases, our Company is committed to using services chosen from among operators that guarantee higher standards of security and attention to the protection of personal data. In this regard we inform you that **SPESSEO GASKETS** uses some ICT services, provided by U.S. companies such as, for example, Microsoft, Google, and Apple, which act as our Data Processors in accordance with art 28 of the GDPR.

For this reason, we sign service contracts and **“Data Processing Agreements” (DPAs)** with such companies that also include the ‘Standard Contractual Clauses’ (SCCs) established by the European Commission under Article 46(1) GDPR.

However, while selecting, where possible, the provision of such services through Data Centers located within the EEA, the Data Processor may have to allow access to our data to U.S. authorities because of the so-called “Cloud ACT.”

13 RIGHTS OF THE DATA SUBJECT

As a data subject to the processing of your personal data, you may exercise at any time, the rights recognized in Articles 15 to 22 of the Regulation.

In the manner and within the limits of the law, you have the right to request from our Company access to your personal data, rectification, cancellation, or restriction of the processing of personal data concerning you and to object to their processing. To exercise your rights, you may use the contact channels provided in this document.

14 LODGE A COMPLAINT WITH A SUPERVISORY AUTHORITY (art. 77 GDPR)

Without prejudice to any other administrative or judicial remedy, and the possibility of approaching **SPESSEO GASKETS** to obtain any information or to exercise your rights, every data subject shall have the right to lodge a complaint with a

supervisory authority, in the Member State of his or her habitual residence, place of work or place of the alleged infringement if the data subject considers that the processing of personal data relating to him or her infringes this Regulation.

 **Italian Data Protection Authority**

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PEC: protocollo@pec.gpdp.it
Web: <https://www.garanteprivacy.it>

15 POLICY UPDATE

This Policy, **INF-DPMS.03 “SUPPLIERS PRIVACY POLICY” Version 01** effective as of **25/01/2023**, replaces the previous one issued on 04/08/2018. The policy is periodically reviewed in the light of regulatory and/or company changes. In case of changes in its fundamental parts (such as the purposes, methods, to whom we communicate the data, where we transfer them, etc.) it will be the responsibility of our Company to inform you of the change.



You can find the updated version of this policy on the web site of our company at the following link:
<https://spesso.com/privacy>