

POLICY ON THE PROCESSING OF PERSONAL DATA (suppliers/agents/translators)

Users' personal data is used by **NOTARBARTOLO & GERVASI S.p.A.**, which is the data controller, in compliance with the personal data protection principles established by GDPR Regulation 2016/679 and applicable national legislation.

1. SOURCE OF PERSONAL DATA

The collection of personal data is carried out by **NOTARBARTOLO & GERVASI S.p.A.** by recording data:

- collected directly from the interested party, at the time of initial contact or subsequent communications

2. METHODS AND PURPOSES OF DATA PROCESSING

We inform you that the data will be processed with the support of the following means:

- Mixed - electronic and paper

with the following purposes:

- Compliance with legal obligations
- Administrative, accounting and tax obligations
- Supplier and potential supplier database
- Digital communications
- Service provision
- Litigation management (contracts, services provided, outstanding debts)

3. LEGAL BASIS

The legal bases on which the processing of common data is based, pursuant to Article 6 of the GDPR, are:

- Legitimate interest;
- Law;
- Contract;

Providing data is mandatory for all legal and contractual purposes, and therefore any refusal to provide it, in whole or in part, may make it impossible to provide the requested services.

4. CATEGORIES OF RECIPIENTS

Without prejudice to communications made in compliance with legal and contractual obligations, all data collected and processed may be communicated exclusively for the purposes specified above to the following categories of recipients:

- Revenue Agency
- Banks and credit institutions;
- UIBM/EPO/WIPO

Furthermore, in managing your data, the following categories of authorized persons and/or internal and external managers identified in writing and who have been provided with specific written instructions regarding data processing may become aware of them:

- Legal Representative; Administrator

- General Manager
- Administrative/Accounting Area Staff
- CEO
- Accountant; Administrative and accounting processing, tax returns

5. CATEGORIES OF PERSONAL DATA

As stated in Article 14 of the GDPR, since the data subject's personal data was not obtained from the data subject, the categories of personal data processed are listed below:

- personal, accounting and tax data of clients/inventors/agents/translators
- electronic communication data;
- billing/payment data (company name/name and surname, VAT number/tax code, address, bank details);

6. RETENTION PERIOD

The data retention period is: until the end of the planned activities and the administrative, accounting and tax obligations required by law.

7. RIGHTS OF THE INTERESTED PARTY

Pursuant to European Regulation 679/2016 (GDPR) and applicable national legislation, the interested party may, in accordance with the procedures and within the limits established by current legislation, exercise the following rights:

- request confirmation of the existence of personal data concerning him or her (right of access by the interested party - art. 15 of Regulation 679/2016);
- know its origin;
- receive intelligible communication about it;
- have information about the logic, methods and purposes of the processing;
- request the updating, rectification, integration, deletion, transformation into anonymous form, or blocking of data processed in violation of the law, including data no longer necessary for the purposes for which it was collected (right of rectification and deletion - Articles 16 and 17 of Regulation 679/2016);
- right to limit or object to the processing of data concerning him or her (Article 18 and Article 21 of Regulation 679/2016);
- right of withdrawal;
- right to data portability (Article 20 of Regulation 679/2016);
- in cases of consent-based processing, receive your data provided to the owner, in a structured and machine-readable format and in a format commonly used by an electronic device;
- the right to lodge a complaint with the Supervisory Authority (right of access by the data subject - art. 15 of Regulation 679/2016).

8. DATA CONTROLLER

The data controller of your personal data is **NOTARBARTOLO & GERVASI S.p.A.**, VAT number 11980320151 and tax code 02612760963

- *Email:* notage@ngpatent.it
- *PEC:* ngpatent@pec.it