

Personal Data Protection Policy Notice

(Pursuant to Article 13 of Regulation (EU) no. 679/2016)

Before acquiring your personal data, Italcertifer S.p.A., pursuant to articles 13 and 14 of Regulation (EU) no. 679/2016 and Italian Legislative Decree no. 196/2003, as amended by Italian Legislative Decree no. 101/2018 (s.c. "New Privacy Code") in order to propose his offer and/or to participate in an invitation to tender, invites you to carefully read the personal data protection policy.



I. Data Controller and Data Protection Contact Person

This section provides details concerning the subjects responsible for the procedure

- **Italcertifer S.p.A.**, the Data Controller, represented by its legal representative and with registered office in Piazza della Stazione, 45, 50123, Florence (Italy), may be contacted at the email address titolaretrattamento@italcertifer.it.
- For further information regarding the processing of personal data, it is possible to contact the email address: protezionedati@italcertifer.it.



II. Types of Personal Data

This section indicates the types of data requested from you

The personal data of Contractors, represented by natural people or by natural people belonging to their organisations, subject to processing are included in the following categories:

- **Common personal data acquired directly from the Data Subject:** personal details (name, surname, date of birth, citizenship, occupation), tax code, data from a document providing proof of identity (driving licence/identity card/passport number), contact details (e-mail, telephone). Additional data such as bank details, economic/financial data, income data, business and/or professional activity data are also processed on the basis of the requirements of individual offers.

The aforementioned data will be processed by computer and on paper in such a way as to guarantee appropriate security and confidentiality measures.



III. Purpose of Data Processing

This section indicates the purpose of the processing of your data

The data you are asked to provide are collected for the purpose of proposing an offer, negotiating, closing and executing contracts, managing any addendum, amendment or termination, as well as managing transactions.

In particular, your data will be processed for the following purposes (legal bases):

1. need to process the data to define the offer to be made by Italcertifer S.p.A, as well as close and execute any subsequent contract, including therefore the pre-contractual and negotiation phase (Art. 6 par. 1.b Regulation (EU) 2016/679);
2. need to process the data to fulfil legal obligations to which the Data Controller is subject (Art. 6 par. 1.c Regulation (EU) 2016/679).

Consent of the data necessary for pursuit of the aforementioned purposes is 'mandatory' and any opposition in this regard may result in a situation in which it is impossible for **Italcertifer S.p.A.** to propose an offer represent his activities.



IV. Data recipients

This section indicates the subjects who will receive and process your personal details

To pursue the objectives described above your personal data will be processed by the following subjects:

- **Subjects related to Italcertifer S.p.A.**

- Your personal data will be made available only to those subjects who, within **Italcertifer S.p.A.**, require the same to perform duties which are assigned to them or are related to the position that they hold. These subjects will have been suitably trained in order to prevent any loss, unauthorised access or any unauthorised processing of your data.
 - Companies within the Italian State Railways Group (Gruppo FS Italiane) which may in turn disclose the data, or grant access to them, to their employees and any consultants, to the extent that this is necessary for the pursuit of the purposes set out under III.
 - IT Service Companies entrusted by **Italcertifer S.p.A.**
- **Areas not related to Italcertifer S.p.A.**
- **Public and private bodies** if needed to fulfill any legal obligations imposed on **Italcertifer S.p.A.**
 - **Consultants** bound by professional secrecy, to whom **Italcertifer S.p.A.** entrusts consultancy activities or representation needed to protect his rights, both in extrajudicial and/or judicial proceedings.

Your personal data may also be transmitted to other independent Data Controllers in accordance with legal provisions or regulations (e.g., Public Administration Entities, Social-Security Institutes, etc.). These bodies will process your data as indicated in their privacy policy notices, which may be accessed and viewed.

An updated list of subjects who will receive the personal data is available and may be requested by forwarding an e-mail message to the following address: protezionedati@italcertifer.it.



V. Data Disclosure

This section presents our warranty that your data will not be disseminated

Your personal data will never be published, presented or made available to any unspecified subjects.



VI. Data retention

This section provides an indication of the period of time during which we will store your data

The personal data you have provided to us for the purposes listed under III will be kept for a period no longer than 5 years from the end of your relationship with **Italcertifer S.p.A.**, unless otherwise required in the event of requests from the Judicial Authority and/or equivalent authorities, or in the event of litigation before the competent judicial bodies.



VII. Rights of the Data Subjects

This section provides details on your guaranteed rights

In accordance with the provisions of articles 15 to 23 of Regulation (EU) 2016/679 the Data Subjects involved are entitled to exercise specific rights. In particular, with respect to the processing of their personal data, those concerned have the right to ask **Italcertifer S.p.A.** to permit access to the same and also allow for their correction, rectification, erasure and limitation. Data subjects may also exercise the right to object to the use of data concerning them and to ensure their portability. Furthermore, they may lodge a claim with the Supervisory Body, which in Italy is the Data Protection Authority.

Data subjects who wish to exercise their rights may at any time submit a request to **Italcertifer S.p.A.** via email datamanager-CE@italcertifer.it or may express their intention to the Data Protection Contact Person, who may be contacted at the following address: protezionedati@italcertifer.it.