

Information for the processing of personal data  
pursuant to art. 13 of the (EU) Regulation 2016/679

Dear Supplier,

As Data Controller pursuant to art. 13 of (EU) Regulation 2016/679, COMET SRL informs that your personal data will be processed in compliance with the following information.

**1. Data Controller and contact details**

1.1 The Data Controller is COMET S.r.l., with registered office in Coccaglio, Via Fogliano Traversa I, 12, 25030, tel. +390307630020, email [italy@cometsrl.com](mailto:italy@cometsrl.com).

**2. Subject matter of the personal data processing**

2.1 The following personal data will be processed: name, surname, address, tax code and VAT number, registration number with the Chamber of Commerce, bank details, telephone, e-mail, fax.

**3. Purpose and legal basis of the processing**

3.1 The processing of the common personal data, provided by you, is needed for:

- a) the conclusion of the contract and the execution of the obligations deriving from it;
- b) the fulfilment of legal obligations, mainly civil, tax and accounting provisions;
- c) the exercise of rights in and out of court, related to the relationship (e.g., management of any litigation).

3.2 The processing of personal data is legitimized by the need of:

- stipulate and execute the contract, for the purposes referred to letter a);

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**COMET S.r.l.**

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- to comply with the legal obligations to which the Data Controller is subject, for the purposes referred to letter b);
- pursuing the legitimate interest of the Data Controller the exercise of rights in court in the event of any disputes related to the contract, for the purposes referred to letter c).

#### 4. Recipients of personal data

4.1 The personal data in question will be communicated, as far as strictly relevant, to the following recipients or categories of recipients:

- Public Administrations, Bodies and Institutions, within the limits established by law and regulations;
- the Accountant, for bookkeeping, appointed as Data Processor;
- auditing firms, certification of financial statements, statutory auditors;
- companies or consulting bodies operating for the Company in the various sectors, appointed as Data Processors;
- external carriers, for the delivery of goods or correspondence;
- lawyers for legal assistance in the event of disputes relating to the contract fulfilment.

#### 5. Mandatory nature of the data provision

5.1 The provision of personal data is a necessary requirement for the conclusion of the contract and it is also mandatory for the fulfilment of legal obligations as well as for the execution of the contract itself. Therefore, failure to provide it will make it impossible to stipulate and execute the contract.

#### 1. Rights of the disclosing subject

5.2 The (EU) 2016/679 Regulation grants you the exercise of specific rights, including the inquiry at the Data Controller for:

- confirmation as to whether or not your personal data is being processed and, if so, to obtain access to it (right of access);
- rectification of inaccurate or incomplete personal data (right to rectification);
- cancellation of the data itself, if based on the reasons provided by the Regulation (right to be forgotten)
- limitation of processing, when one of the hypotheses provided by the Regulation occurs (right to limitation);

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- personal data collected by the Data Controller in a structured, commonly used and machine-readable format, in order to transmit such data to another data controller (right to portability).

## 1.1 Right to object

- 5.2.1 You have the right to object to data processing, on grounds relating to your particular situation, carried out on the basis of the legitimate interest of the Data Controller (right to object).

## 1.2 How to exercise rights

- 1.2.1 To exercise your rights, you can send a request to the email address [privacy@cometsrl.com](mailto:privacy@cometsrl.com).

## 1.3 Right to lodge a complaint with an Authority

- 1.3.1 You are also entitled to lodge a complaint with the Guarantor for the protection of personal data, pursuant to Article 77 of the Regulation, if you believe that the processing concerning you violates the provisions of the EU Regulation.

## 2. Data retention

- 2.1 The personal data covered by this policy, noted in the Books and Registers and in the reports and communications required by law, will be kept for the duration of the contractual relationship, and in any case, no longer than twenty-five years from the last registration, invoice or offer.

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