

Privacy Notice - Articles 13 and 14 of Regulation (EU) 2016/679

Privacy notice Prospective Suppliers

Who are we and how do we use your personal data?

Comet Fans S.r.l., with registered office in (20090) Buccinasco (MI), Via Lucania, 2, (hereinafter also the "Controller"), in its capacity of controller, takes care of the confidentiality of your personal data and of ensuring they are protected against any event that might expose them to the risk of breach.

The Controller implements policies and practices that pay attention to the collection and use of personal data and to the exercise of your rights granted by the applicable regulation. The Controller updates the policies and practices adopted thereby to protect personal data whenever necessary and in any event in case of regulatory and organisational changes that may impact the processing of your personal data.

How and why does Comet Fans S.r.l. collect and process your data?

The Controller collects and/or receives data concerning you, such as your: name, surname, VAT number and tax code, place and date of birth, physical address and email, landline and/or mobile phone number, current account number.

The data collected are required by the Controller to acquire preliminary information for the purpose of participating in calls for bids, for contract conclusion and/or for the establishment of a collaboration, to perform a service or one or more operations being negotiated or requested by the Controller and for purposes strictly related and instrumental thereto. Your personal data are communicated primarily to third parties and/or recipients whose activity is necessary for the proper execution of the supply relationship, and also to fulfil specific statutory obligations. Any communication that does not fulfil these purposes will be subject to your consent.

The Controller does not transfer your personal abroad. Your personal data will not be disclosed or divulged to unspecified and unidentifiable subjects or third parties.

Your personal data will be processed:

1) **for the acquisition and management of information for the possible establishment of a contractual relationship**

Your personal data are collected to acquire preliminary information for the purpose of participating in calls for bids, for contract conclusion and/or for the establishment of a collaboration, to perform a service or one or more operations being negotiated or requested by the Controller.

Your personal data are collected also from third parties including, but not only:

- other controllers, e.g. legal persons or also companies of the group which the Controller belongs to;
- lists held by public entities or similar entities or under the control of public authorities in accordance with specific national and/or European regulations;

The personal data processed by the Controller for these purposes include your:

- name, surname, tax code or VAT number, place and date of birth, physical address and email, landline and/or mobile phone number, current account number;
- data relating to your commercial and/or professional activity.

2) for their communication to third parties and recipients

Your personal data are processed under the contract and in accordance with the obligations, including statutory and/or regulatory obligations, ensuing therefrom.

Your data will not be communicated to third parties/recipients for their autonomous purposes unless:

1. you consent thereto;
2. this is required to meet obligations deriving from the contract and from statutory provisions governing it;
3. they are communicated to companies of the Group which the Controller belongs to, for administrative purposes; audit and budget certification companies, quality assessment and certification entities, transport companies and carriers for issues relating to shipments and customs procedures; banks for the management of collections and payments; tax authorities and public entities to fulfil statutory obligations, also deriving from the specific product sector; companies and law firms for the protection of contractual rights; data processing and IT service providers (e.g. web hosting, data entry, IT infrastructure and service management and maintenance, etc.).
4. The personal data processed by the Controller for these purposes include your:
 - name, surname, tax code or VAT number, place and date of birth, physical address and email, landline and/or mobile phone number, current account number;
 - data relating to your commercial and/or professional activity.

What happens if you refuse to supply your data?

Failing the supply of your data, the Controller will be prevented from engaging in the processing operations described herein.

How are your data stored and for how long?

Your personal data are processed by using electronic and manual tools that are made available to subjects acting under the Controller's authority and duly authorised and trained to this end. Paper-based and especially electronic filing systems where your data are filed and stored are protected by adopting effective and adequate security measures to prevent the data breaches assessed by the Controller. The Controller regularly and constantly checks the measures adopted thereby, especially the electronic and telematic tools used to ensure the confidentiality of all personal data processed, stored and filed thereby.

Personal data are stored for the time necessary to carry out the activities connected with the management of the contract with the Controller and to meet all obligations, including statutory obligations, deriving therefrom.

All computer filing systems are located within the EU and their connection to or interaction with databases located abroad is not envisaged.

How

Data are processed by specifically authorised and trained internal staff, using paper supports or computer procedures. These staff members are authorised to access your personal data to the extent and limit for which such access is necessary to pursue processing operations concerning them.

The Controller regularly checks the tools used to process your data and the security measures provided therefor, which are constantly updated; the Controller makes sure, also through the subjects authorised to process your data, that only personal data whose processing is necessary are collected, processed, filed or stored; the Controller checks that data are kept ensuring their integrity and authenticity and their use for the purposes of actual processing operations.

Where

Data are stored in paper-based, computer and telematic filing systems located within the European Economic Area, taking adequate security measures.

For how long

Personal data are stored for the time necessary to carry out the activities connected with the management of the contract with the Controller and for ten years after its conclusion or from the moment in time when the rights ensuing therefrom can be enforced (under art.s 2935 and 2947 of the Italian Civil Code); and to comply with all obligations (e.g. tax and accounting obligations) that survive contract termination (art. 2220 of the Italian Civil Code), for which the Controller shall keep only the data necessary to this end. This does not prejudice the cases when the rights ensuing from the contract are enforced in Court; in these cases, your data, limited to those necessary to this end, will be processed for the time required for their pursuit.

In any case, you may object at any time to processing based on legitimate interests on grounds relating to your particular situation.

What are your rights?

In essence, you may enforce the following rights at any time, at no cost and with no charges or special formalities:

- you may obtain confirmation of processing by the Controller;
- you may access your personal data and have information on the source from which your data originate (when data are not obtained from you directly), on the purposes of processing, the details of their recipients, the period for which your data will be stored or the criteria used to determine that period;
- you may update or rectify your personal data so that they are always exact and accurate;
- you may erase your personal data from any data banks and/or filing systems, including backup systems, of the Controller where, *inter alia*, they are no longer necessary for the purposes of processing or where this is presumed to be unlawful, provided the conditions required by law are met; and provided processing is not justified on other equally legitimate grounds;
- you may restrict processing of your personal data in specific circumstances, for example where you have contested their accuracy, for a period enabling the Controller to verify the accuracy of such personal data. You will be informed, in reasonable time, also of termination of the period of suspension or when the cause for the restriction of processing no longer applies, and thus the restriction is lifted;
- you may obtain your personal data, where received or processed by the Controller with your consent and/or where their processing is based on a contract and with automated means, in electronic format in order also to send them to another controller.

The Controller will provide therefor without delay and in any case no later than one month from receipt of your request. This term may be extended to two months, where necessary, taking account of the complexity and number of requests received by the Controller. In these cases, the Controller shall inform you and will give you reasons for the extension, within one month from receipt of your request.

To obtain further information or to send your request, please contact the Controller at privacy@cometfans.com.

How and when can you object to the processing of your personal data?

You may object at any time to the processing of your personal data on grounds relating to your particular situation if such processing is based on legitimate interests, by sending your request to the Controller at privacy@cometfans.com.

You are entitled to obtain the erasure of your personal data where there are no overriding legitimate grounds for the processing compared to the grounds of your request.

Who can you lodge a complaint with?

Without prejudice to any other action before administrative or judicial authorities, you may lodge a complaint with the competent supervisory authority or the authority that performs its duties and enforces its powers in Italy where you are habitually resident or work or, if different, in the Member State where Regulation (EU) 2016/679 was breached.



You will be promptly informed of any update to this privacy notice, using appropriate methods, and the same will be done if the Controller processes your data for additional purposes to those set out herein; in the latter case, you will be notified prior to such processing and reasonably in advance to enable you to give your consent, where necessary.