Total ERP S.r.l.
Via I Maggio 4
25055 Pisogne (BS)
PI e CF: 04335950988

SUPPLIER/COLLABORATOR INFORMATION

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

We hereby inform you that, pursuant to Article 13 of EU Regulation 679/2016 (hereinafter referred to as the 'GDPR'), your data will be processed as follows, in compliance with the principles of correctness, lawfulness, transparency and protection of your privacy and your rights.

 **Data Controller** (who decides how and why your data is processed)	The Data Controller is **TOTAL ERP S.r.l.** Via I Maggio 4, 25055 Pisogne (BS), PI e CF: 04335950988 Telefono: 0364 191 6054 - Email: info@totalerp.it
 **Purpose of the processing** (what is the purpose of the data processing)	1. Management of supply / provision of services 2. Execution of payment for the delivery/service 3. Mandatory fiscal-accounting obligations by law 4. Dispute management
 **Legal basis of the processing and nature of the provision**	The processing of personal data for the purposes referred to in points 1), 2) are necessary for the execution of the contract and/or for the management of the supply/collaboration (art.6, par. 1, lett. b) of the GDPR), as well as to comply with legal obligations (purpose 3) (art.6, par. 1, lett. c) of the GDPR). Failure to provide your data will make it impossible to carry out the activities related to the supply/collaboration relationship. The processing of personal data for the purpose referred to in point 4) is based on the legitimate interest of the data controller.
 **Recipients** (Subjects to whom the data may be communicated)	In addition to the Data Controller, other parties involved in the organization or external parties (such as consultants and freelancers, third-party technical and IT service providers, hosting providers, system administrators, banks/credit institutions) may also have access to the Data, if necessary, appointed as Data Processors by the Data Controller. The updated list of Data Processors can be found at the aforementioned office by requesting it by email.
 **Diffusion**	Your data will not be disseminated.
 **Data transfer abroad**	The transfer of your data to countries outside the European Economic Area (EEA) may take place by third-party cloud service providers (such as, by way of example, manager of e-mail servers/digital documentation archiving) used by the data controller to manage the activities for the purposes described above. In this case, the transfer of personal data is guaranteed by adequacy decisions of the Third Country or regulated by agreements based on the standard contractual clauses adopted by the European Commission or other measure in accordance with the provisions of the GDPR. For any information on this point, you can contact us at the contact details found in this policy
 **Retention period**	We would like to point out that, in compliance with the principles of lawfulness, limitation and minimisation of data, pursuant to Article 5 of the GDPR, the retention period of your data is established: - until the end of the commercial/collaboration relationship; - for a period of time not exceeding the mandatory term of retention of accounting records (Article 2220 of the Italian Civil Code); - for the time necessary to achieve the Legitimate Interest of the Data Controller in the event of disputes or for the purposes of the right of defence in court.

SUPPLIER/COLLABORATOR INFORMATION

RIGHTS OF THE DATA SUBJECT



Rights

The data subject to whom the processed personal data refers may exercise the rights guaranteed by Articles 15 to 21 of the GDPR by contacting the data controller or the Data Protection Officer at the contact details indicated in this policy.

In particular, you have the right, in the cases provided for by the law, to:

a) obtain confirmation as to whether or not personal data concerning you is being processed, as well as obtain free access to and/or a copy of your personal data subject to processing, indicating all the aspects relevant to the processing provided for by the GDPR;

b) obtain the rectification of inaccurate data or the integration of incomplete data;

c) obtain the deletion of data concerning him if the conditions set out in Article 17.1 GDPR are met (e.g. if they are no longer necessary for the processing and there is no obligation to store such data);

d) obtain the limitation of the processing of data concerning him/her in the event that the conditions referred to in Article 18.1 GDPR are met, whereby the data will only be stored by the data controller for certain specific cases;

e) receive the personal data provided to a data processing provider in a structured, commonly used and machine-readable format; transmit such data to another controller without hindrance from the controller to whom they have been provided if the processing is carried out by automated means and is based either on consent or on the performance of a contract;

f) object, in whole or in part, to the processing of personal data concerning you, even if pertinent to the purposes of the collection, for legitimate reasons, or to revoke, in whole or in part, your consent, where necessary.

COMPLAINT TO THE SUPERVISORY AUTHORITY

The data subject has the right to lodge a complaint with a supervisory authority.
The supervisory authority for Italy is the Italian Data Protection Authority (www.garanteprivacy.it).