

## NOTICE ON THE PROCESSING OF CUSTOMERS AND SUPPLIERS PERSONAL DATA Articles 13 - 14 EU Regulation No. 2016/679

In connection with the processing of customers and suppliers personal data (specifically of the contact persons), the following information is provided.

### **1. Data Controller and Data Protection Officer (DPO)**

The Data Controller is **Marcolin (UK) Ltd**, 3 Old Street Yard London, GB-London EC1Y 8AF (hereinafter referred to as the “**Company**” or the “**Data Controller**”).

### **2. Type of Data Processed, Purpose and Legal Basis of the Processing**

The following data are collected and processed by the Data Controller:

- (i) Common personal data (contact data, first name, surname, function, e-mail) of the customer or supplier for pre-contractual and contractual performance purposes, and for administrative-accounting-fiscal obligations connected with invoicing. Therefore, the legal basis for the data processing is the performance of contractual and legal obligations.
- (ii) Common personal data such as contact data, first name, surname, function, e-mail of the customer/customer personnel, subject to consent, for the purpose of sending marketing communications (i.e. newsletter communications, invitations to events). The legal basis for the data processing is the consent.
- (iii) Common personal data such as contact data, first name, surname, function, e-mail of the customer/customer personnel for the purpose of sending commercial communications for products or services that are identical or similar to the products/services subject to the contract with the customer (soft spam), survey and update of company services to the customer, unless the customer objects. The legal basis for the data processing is the Data Controller’s legitimate interest in improving the contractual and customer satisfaction service.
- (iv) Common personal data (contact data, first name, surname, function, e-mail) processed for organisational, administrative and accounting purposes, based on the Data Controller’s legitimate interest in the optimisation and coordination of processes and services.
- (v) the Customer’s personal data (such as first name, surname, e-mail and telephone number) may be processed for the purpose of providing the Multi-Factor Authentication (MFA) service for access to the *mymarcolin* website, for security purposes, by blocking unauthorised access to the Customer’s personal account.

The legal basis for the processing is the consent given by the Customer to the activation of the MFA service.

### **3. Disclosure of Data to Third Parties - Transfer outside the EU**

The Company may transfer the data processed for the abovementioned purposes to: (i) internal company parties in charge of processing; (ii) external parties belonging to the following categories: external consultants, service companies (transport, shipping, marketing and IT services companies, tax and credit services companies), the company’s sales network (agents), banking institutions, supervisory bodies; (iii) other companies of the Marcolin/Vision Service Plan Group, also established in the United States. Data shall be transferred in the United States to other Group companies (Vision Service Plan is headquartered in California) in accordance with the GDPR and based on appropriate safeguards, such as the adoption of the standard data-protection clauses adopted by the European Commission.

### **4. Processing Methods, Data Retention Period and Criteria**

The data will be processed in hard copy and digital format, and will be kept for the period necessary to fulfil the abovementioned purpose(s), and specifically, respectively:

- (i) for the statutory limitation period relating to the retention of contracts and administrative data and/or

for the defence of legal claims, where necessary (ten years from the last use and/or limitation interruption event);

- (ii) due to the data subject's dissent/opt-out, i.e. until they unsubscribe from marketing communications and up to a maximum of two (2) years from the last consent given or the last expression of interest;
- (iii) , (iv), (v) for the duration of the contractual relationship and in any case up to a maximum of two (2) years from the last expression of interest.

## **5. Data Provision**

The provision of the data referred to in point 2 shall be considered:

- (i) mandatory for the performance of the contractual relationship and for legal purposes. Failure to provide data will make it impossible to pursue the above-mentioned purposes.
- (ii) optional for marketing communications, to the extent that the data subject may at any time object to the processing by expressing dissent/opting-out in the dedicated section "Manage Preferences or Unsubscribe", to be found at the bottom of each communication.
- (iii) optional for surveys and for the updating of company services and soft spam communications to the customer, as the customer may object to the processing by expressing dissent/opting-out in the dedicated section "Manage Preferences | Unsubscribe", to be found at the bottom of each communication.

## **6. Rights of the Data Subject, Withdrawal of Consent and Complaint to the Supervisory Authority**

The data subject has the right, at any time, to request access to, rectification, erasure, restriction of their personal data, to object to processing and to exercise the right to data portability.

In any case, the data subject has the right, at any time, to withdraw the consent given to the processing of data, without prejudice to the lawfulness of the processing based on the consent given before the withdrawal.

In the event of an alleged breach, data subjects, if the conditions are met, also has the right to lodge a complaint with a Data Protection Supervisory Authority located in the EU Member State where they usually reside, or in the EU State where they work or where the alleged breach took place.

Any information requests, access requests, revocations or objections to data processing should be addressed to [Marcolin \(UK\) Ltd, 3 Old Street Yard London, GB-London EC1Y 8AF.](#)

Furthermore, you have the possibility to complain to the competent authority about data protection matters at <https://ico.org.uk>.

To lodge a complaint with the supervisory authority regarding data protection matters. The competent authority for us is as follows:

Information Commissioner's Office (ICO),

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, United Kingdom

Email: [icocasework@ico.org.uk](mailto:icocasework@ico.org.uk)

Website: [ico.org.uk](https://ico.org.uk)

## **7. Profiling and Automated Decision-Making Processes**

Processing is not carried out by means of automated decision-making processes (e.g. profiling).

## **8. Contacts and Requests**

To find out the list of appointed Privacy Representatives and data processors, to obtain more information about the transfer of data to non-EU countries (including the USA) and the safeguards adopted to protect your data, to withdraw the consent given or to exercise your rights under the GDPR (access, rectification, erasure, restriction of processing, objection, portability), you may send a request to **Marcolin (UK) Ltd, 3 Old Street Yard London, GB-London EC1Y 8AF.**

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