

Information for SUPPLIERS on their personal data treatment (Italian law 196/2003)

O.M.F. Srl Industria Meccanica di precisione – is the “titular entity” for the treatment of personal data in accordance with Italian law D.Lgs.196/2003 in its dealings with SUPPLIERS and therefore provides the following information on the use such data will be made of.

A) Data that are being processed

The data include name or denomination of the company, its status, address, area code, web-address, e-mail address, telephone and fax numbers, legal address, operative address, VAT number, fiscal code, affiliation number to a Chamber of Commerce, date of establishment, kind of activity, kind of goods, raw materials employed, markets, positions within the company, purchased volumes per year, quality standards, methods of payment and names of the used banks, total turnover, company’s group, financial and accounting data, name of the people in charge for dealings with the supplier.

Within the information provided there can be room for sensitive information which may be necessary for the execution of the working relation.

B) Reason for the data processing (periodically updated)

- 1) To comply with obligations deriving from the contract’s fulfilment and with civil, accounting and fiscal obligations;
- 2) Single out possible improvements in the supply relationship, for instance in relation to quality.

C) Modality of the data processing

Data may be treated with the help of electronic means or otherwise automated processing devices and all operations will be carried out as per **section 4.1.a.*** of the above mentioned law. The data treatment is organised in order to permit a breakdown keyed to show the turnover, groups of suppliers, their characteristics per kind of product, quality level, payment method.

D) Obligatory nature of the conferment or its optionality

The data are required by law to be provided to the extent – and within the limit – allowing the attainment of the objective as per point B 1). As for point B 2) the use of data may or may not be authorised.

E) Consequences of a possible refusal to consent to the treatment of data

Refusal to provide obligatory data may result in the impossibility to fulfil the supply contract. Refusal to provide optional data may incur no consequences other than preventing us from knowing better your company’s structure and provide better service, also in quality.

F) Extent of data communication

The data will be – or may be - communicated to the following entities:

- public administrations, for compliance with institutional functions, within the limits provided by law and regulations;
- banking institutions, for payments pertaining to the contract’s fulfilment;
- to our suppliers (example: transporters, but not only) used for deliveries;
- to organisations to which our company belongs to for the purpose of obtaining consultancy on questions relevant to the working relationship;
- to counsels for possible legal assistance in case of litigation;
- to accounting firms;
- to auditing companies;

- to internal officials of our company.

G) People in charge who may know the data

Among the people of our company who may be entrusted with the knowledge of data are:

- the person in charge responsible for the data treatment;
- persons of the company's staff working for technical, purchasing, warehouse, administration and accounting departments;
- consultants and other company's help on matters of quality and work organisation.

H) The Extent of data diffusion

data may be made known

- inside our company , in individual or aggregated form, in connection with the quality level of the supply;
- outside of our company, if requested by third parties, in connection with our company's supply chain.

I) Transfer of data abroad

The data will not be transferred abroad.

L) Rights of the data provider

Section 7 of the law 196/2003 does confer specific rights for the data provider, namely:

“

1. the right to obtain confirmation of the existence on record or not of personal data, even if still unregistered, and to know them in intelligible form.
2. the right to obtain an indication of: a) the source wherefrom the personal data originated; b) the reasons for and the modality of, related to the data treatment; c) the logic overseeing the possible treatment of data by electronic means; d) the right to identify the person in charge for the treatment of data; e) the right to know all entities to which the data may be divulged in their quality of designated representative in the territory of the State.
3. the right to obtain: a) the updating of data, or their modification or, if so preferred, their integration; b) their cancellation, their transformation into anonymous form, or the blockage of data which are treated in violation of the law, including those for which conservation is not necessary in relation to the purpose of their collecting and subsequent treatment; c) the right to obtain a statement certifying that operations a) and b) have been brought to the knowledge, as well as their contents, of those receiving the data, except in case this proved impossible or would imply the use of means in disproportion to the cause of the right to be protected.
4. the right to oppose, in full or in part, the treatment of data: a) for legitimate reasons involving the person, even if pertaining to the purpose of data collecting; b) operations involving advertising material or direct sales or marketing research or commercial communication.”

M) Name and address of the person in charge for data treatment

The person in charge for the data treatment is Mr. Roberto Canesi, domiciled at our company address (for the purpose of law 196/2003) Via G. Brodolini 6-10 – 25046 CAZZAGO S.MARTINO, Italy.

N) Titular entity for data treatment

The titular holder of the data treatment is O.M.F. Srl – Via G. Brodolini 6-10
25046 CAZZAGO S.MARTINO, Italy

O) List of persons in charge : should any variation occur, notice will be given accordingly.

P) Consent, if necessary, may be given in full or in part.

Legenda

Section 4.1.a

“

a) ‘processing’ or treatment shall mean any operation, or set of operations, carried out with or without the help of electronic or automated means, concerning the collection, recording, organisation, keeping, interrogation, elaboration, modification, selection, retrieval, comparison, utilization, interconnection, blocking, communication, dissemination, erasure and destruction of data, whether the latter are contained or not in a data bank;”

Consent to the treatment of personal data

O.M.F. Srl
Industria meccanica di precisione
Via G.Brodoloni 6-10
25046 CAZZAGO S.MARTINO (Bs), Italia
fax +39 030 7750314

The undersigned

Legal representative of.....

.....

acknowledges having received from O.M.F. Srl Industria meccanica di precisione - the complete information relevant to the treatment of personal data, in particular of the rights granted to the data provider by article 7 of the law D.Lgs 196/2003 concerning the same data and

- 1) does consent to the treatment of common data for the reason and within the limits provided by the information;
- 2) does consent to the treatment of sensitive data, within the scope and within the limits set out by the information

Place

date

Signature

Cazzago S.Martino, dateTo..... Fax.....

Information for CUSTOMERS on their personal data treatment (Italian law D.Lgs 196/2003)

O.M.F. Srl Industria Meccanica di precisione – is the “titular entity” for the treatment of personal data in accordance with Italian law D.Lgs.196/2003 in its dealings with CLIENTS and therefore provides the following information on the use such data will be made of.

A) Data that are being processed

Our company proposes to use common personal data directly provided by the client, to which it might add data collected mainly from public registry or from other public open sources.

The data include name or denomination of the company, its status, address, area code, web-address, e-mail address, telephone and fax numbers, legal address, operative address, VAT number, fiscal code, affiliation number to a Chamber of Commerce, date of establishment, kind of activity, kind of goods, raw materials employed, markets, positions within the company, purchased volumes per year, quality standards, methods of payment and names of the used banks, total turnover, company’s group, financial and accounting data, name of the people in charge for dealings with the supplier.

Within the information provided there can be room for sensitive information which may be necessary for the execution of the working relation.

B) Reason for the data processing (periodically updated)

- 1) To comply with obligations deriving from the contract’s fulfilment and to comply with civil, accounting and fiscal obligations;
- 2) To single out the customer requests, including those concerning quality, the allocation of credit (also in connection with credit insurance policy), the sending of advertising or sales material, as well as for marketing and reference reasons.

C) Modality of the data processing

Data may be treated with the help of electronic means or otherwise automated processing devices and all operations will be carried out as per **section 4.1.a.*** of the above mentioned law. The data treatment is organised in order to permit a breakdown of clients into categories, geographical area (domestic, intraCEE, extraCEE...) products or family of products, payment method.

D) Obligatory nature of the conferment or its optionality

The data are required by law to be provided to the extent – and within the limit – allowing the attainment of the objective as per point B 1). As for point B 2) the conferment of the use of data may or may not be authorised.

E) Consequences of a possible refusal to consent to the treatment of data

Refusal to provide obligatory data may result in the impossibility to fulfil the contract. Refusal to provide optional data may incur no other consequences than preventing us from knowing better your company’s structure and provide better service, also in quality.

F) Extent of data communication

The data will be – or may be - communicated to the following entities:

- public administrations, for compliance with institutional functions, within the limits provided by law and regulations;
- banking institutions, for payments pertaining to the contract's fulfilment;
- company officials or external organisations cooperating with us on commercial matters;
- to our suppliers (example: transporters, but not only) used for deliveries;
- to organisations to which our company belongs to for the purpose of obtaining consultancy on questions relevant to the working relationship;
- to counsels for possible legal assistance in case of litigation;
- to accounting firms;
- to companies charged with credit recovery;
- to insurance companies, for credit insurance policies;
- to auditing companies;
- to internal officials of our company.

G) People in charge who may know the data

Among the people of our company who may be entrusted with the knowledge of data are:

- the person in charge responsible for the data treatment;
- persons of the company's staff working for administration and accounting departments, commercial, warehouse, secretary and technical departments;
- consultants and other company's help on matters of quality and work organisation.

H) The Extent of data diffusion

data may be made known

- to operators of the same field of activity, on occasions of exhibitions, commercial meetings and as reference and publicity;
- to the public, as promotion of our products.

I) Transfer of data abroad

The data will not be transferred abroad.

L) Rights of the data provider

Section 7 of the law 196/2003 does confer specific rights to the data provider, namely:

“

1. the right to obtain confirmation of the existence on record or not of personal data, even if still unregistered, and to know them in intelligible form.
2. the right to obtain an indication of: a) the source wherefrom the personal data originated; b) the reasons for and the modality of, related to the data treatment; c) the logic overseeing the possible treatment of data by electronic means; d) the right to identify the person in charge for the treatment of data; e) the right to know all entities to which the data may be divulged in their quality of designated representative in the territory of the State.
3. the right to obtain: a) the updating of data, or their modification or, if so preferred, their integration; b) their cancellation, their transformation into anonymous form, or the blockage of data which are treated in violation of the law, including those for which conservation is not necessary in relation to the purpose of their collecting and subsequent treatment; c) the right to obtain a statement certifying that operations a) and b) have been brought to the knowledge, as well as their contents, of those receiving the data, except in case this proved impossible or would imply the use of means in disproportion to the cause of the right to be protected.

4. the right to oppose, in full or in part, the treatment of data: a) for legitimate reasons involving the person, even if pertaining to the purpose of data collecting; b) operations involving advertising material or direct sales or marketing research or commercial communication.”

M) Name and address of the person in charge for data treatment

The person in charge for the data treatment is Mr. Roberto Canesi, domiciled at our company address (for the purpose of law 196/2003) Via G. Brodolini 6-10 – 25046 CAZZAGO S.MARTINO, Italy.

N) Titular entity for data treatment

The titular holder of the data treatment is O.M.F. Srl – Via G. Brodolini 6-10 25046 CAZZAGO S.MARTINO, Italy

O) List of persons in charge : should any variation occur, notice will be given accordingly.

P) Consent, if necessary, may be given in full or in part.

Legenda

Section 4.1.a

“

a) ‘processing’ or treatment shall mean any operation, or set of operations, carried out with or without the help of electronic or automated means, concerning the collection, recording, organisation, keeping, interrogation, elaboration, modification, selection, retrieval, comparison, utilization, interconnection, blocking, communication, dissemination, erasure and destruction of data, whether the latter are contained or not in a data bank;”

Consent to the treatment of personal data

O.M.F. Srl
Industria meccanica di precisione
Via G.Brodoloni 6-10
25046 CAZZAGO S.MARTINO (Bs), Italia
fax +39 030 7750314

The undersigned

Legal representative of.....

.....

acknowledges having received from O.M.F. Srl Industria meccanica di precisione - the complete information relevant to the treatment of personal data, in particular of the rights granted to the data provider by article 7 of the law D.Lgs 196/2003 concerning the same data and

- 1) does consent to the treatment of common data for the reason and within the limits provided by the information;
- 2) does consent to the treatment of sensitive data, within the scope and within the limits set out by the information

Place

date

Signature