

Sika Italia S.p.A. · Via Luigi Einaudi, 6 · 20068 Peschiera Borromeo (MI) · Italia

## FOR THE SUPPLIER

### INFORMATION TO DATA SUBJECTS

In conformity with Section 13 Legislative Decree no. 196 of 30 June 2003 (following, “the law”), Sika Italia S.p.A. (following “Sika Italia”), with legal headquarter in Via L. Einaudi, 6 – 20068 Peschiera Borromeo (MI), as “Data Controller” with this communication indicates how personal data of the Supplier (“Data Subject”) will be used and which rights will be indicated by the law.

“*Personal Data*”, data that will be processed, with manual, informative and electronic instruments, could be information linked to the Supplier and on his economical activity, and also law, administrative, productive, property, financial and organizational aspects (includes data of Supplier’s collaborators when necessary for the contractual relation). In particular, personal data are data related or present in: data forms, offers/preventives, price-list, brochures/technical documents, orders and orders confirmations, agreements, financial identification, invoices/bills, quality system documents, etc.

Personal Data (and documents with data) related to Supplier can be obtained by Sika Italia because sent spontaneously by Supplier or because obtained by employees of Sika Italia during direct relation with, in pre-contractual or contractual phases.

The Data Processing of Supplier’s personal data will be done for the following *purposes*:

- a) Preliminary contacts with potential supplier (ex. research and preliminary selection of suppliers whose products could be useful for Sika Italy; offer’s requests);
- b) beginning and managing a contractual relation;
- c) contractual and law’s fulfilments (ex. fiscal and accounting obligations), related to regulations and community laws, dispositions of Authorities or of control and vigilance’s organ;
- d) manage administrative and logistics relation with supplier (ex. communications, orders/deliveries, payments of invoices/bills);
- e) internal and external service’s controls (preliminary evaluation and checking of supplier’s quality, with in particular quality/reliability/security of goods/services in conformity of company’s standards; budget and manage control, quality system);
- f) manage of contentious procedures (notifications; arbitrations; transactions; judicial disputes).

Personal Data of Supplier are managed by company’s persons duly named and prepared (Data Processors or Persons in charge for the processing), who for internal role can intervene to manage the relation with the Supplier during different phases.

Referred to processing purposes, some information related to the Supplier should be communicate to financial intermediaries for payment execution, to subject of trust of Sika Italy to whom will be assigned specified job of technical-productive, organizational and consulting nature (ex. fiscal consulting), or to Authorities or Control Organs (if legitimately requested), who will operate as separated “Data Controllers”.

Related to Sika Italia as a company of an international Group, data of the Supplier could be communicated to other company of the Group, also foreign, in conformity with the purposes indicated before and with the Italian law regulations, included rules for transfer of personal data to foreign subjects.

Not all information indicated by Supplier or collected by Sika Italia directly aren’t obligatory; however, also optional information could be useful to maintaining and developing of contractual relations. Missing communication of that data could determine, in some cases, impossibility for Sika Italia to achieve, entirely or in part, purposes indicated before and of common interest.

The right to access to own personal data, to ask updating, rectification and erasure, if not correct and not complete, and also to block unlawfully processing of data, in conformity of section 7-10 of Privacy Code, could be exercised asking to Data Processor (Mr. Francesco Fanalista), available in legal headquarter of Sika Italia in Peschiera Borromeo (MI).

**Sika Italia S.p.A.**

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Società soggetta a direzione e coordinamento del socio unico Sika Ag (Svizzera)