

**INFORMATION NOTICE CONCERNING THE PROTECTION OF PERSONAL DATA**  
**EU Regulation 2016/679 and Legislative Decree no. 196 of 30 June 2003 and subsequent amendments.**

Dear Client,

The drafting of this notice is issued pursuant to art. 13 of Legislative Decree no. 196/2003 (hereafter “Privacy Code”), and art. 13 EU Regulations no. 2016/679 (hereafter “GDPR 2016/679”), laying down provisions for the protection of natural persons and other subjects with regard to the processing of personal data. We wish to inform you that the personal data you provide will be processed in compliance with the aforementioned regulation, for the protection of your confidentiality and your rights.

More specifically, data will be processed exclusively by virtue of interaction with the platform belonging to the Company Ufficio Appalti S.r.l., accessible via the address: [www.tenders.club](http://www.tenders.club)

**Nature of data**

Personal data means any information relating to an identified or identifiable natural person («**data subject**»); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person;

Personal data processed are essentially identifying and fiscal data, as a way of example: “personal data, registered office, telephone, fax, e-mail, website, tax code, VAT number, IP address upon access to the website belonging to the Company Ufficio Appalti S.r.l. etc.”.

Furthermore, in accordance with the acceptance of the consultation and/or information services provided by this platform, the Client authorises the processing of the data relating to the data subject (by way of example, you authorise the processing of data such as: Company name, current account number with which payment is made to access database consultation and computer server services, information about the use of other payment methods containing Client reference data...).

The provision of data and the related processing are functional to the execution of the contractual supply relationship with the Company Ufficio Appalti S.r.l.

The provision of data is mandatory, failure to provide data involves the inability of the data subject to enter into any contractual and/or professional relationship with the Company Ufficio Appalti

S.r.l., as well as to participate in public tendering procedures, attend training and/or updating courses and any upgrade procedure aimed at consulting services offered by the data controller.

### **Method and purpose of data processing**

Your personal data will be processed for the following purposes:

1. Managing any contact requests addressed to the responsible staff;
2. Proper management of the contractual relationship established;
3. Fulfilment of all legal obligations and purposes of administrative, accounting, civil, fiscal, regulations, Community and/or extra-Community, and commercial regulations.
4. Registration as well as integration in the online platform and its servers and/or databases, with the use of external providers, to which the user gives consent to the processing of the data provided (by way of example, an external provider means an access service "provided" by third-party companies: Keliweb);
5. Management of tenders, competitions, procurement procedures as well as for the allocation of works, services and supplies in which the data subject considers to participate spontaneously, as well as the related establishment and management of the contractual relationship, prior authorisation by the undertaking concerned under a possible contractual obligation.
6. Ascertain the requirements of moral suitability/integrity and/or further subjective requirements and disqualification provisions envisaged by the current regulation on public procurement, based on an assignment provided by the data subject.
7. Allow the fulfilment of the obligations regarding the transparency of data and information, in compliance with the provisions of the regulations in force and the Guidelines issued by the competent authorities.
8. Data processing as a result of navigation on the website reference platform: [www.tenders.club](http://www.tenders.club)
9. Processing of the data provided by the user at the time of registration, so in order that through an (internal) profiling activity, the results deriving from the preferences carried out by the Client can be calculated in an automated manner (the automated methods of algorithmic calculation are disclosed in the terms and conditions of use);
10. Processing of the data provided by the User when choosing a payment method, where the User authorises the processing of the latter, which is also defined as "sensitive" (by way of example: name, surname, year of birth, place of birth, mobile phone number, etc.), the payment management platform (Stripe or any other online payment method chosen);

11. Processing of the data provided by the user at the time of registration, as well as at the time of aggregation to the services provided and offered by the website [www.tenders.club](http://www.tenders.club), with express authorisation for a profiling activity, internal to the company managing the platform, to be able to conduct recognition activities, drafting of guidelines, and information activities through telephone contact or by e-mail. All used by trained staff working within the company Ufficio Appalti S.r.l.

For the aforementioned purpose, the legal bases are represented in art. 6(1) (b) and (c) of the GDPR, i.e. the processing is necessary for the performance of pre-contractual measures of a contract to which the data subject is party as well as for compliance with a legal obligation to which the controller is subject.

Within the aforementioned treatments and for the purposes indicated in this article, the Data Controller may process common personal data and data relating to criminal convictions and offences (by way of example, self-certification of criminal records, pending charges and anti-mafia declarations), possibly also relating to employees and/or collaborators and/or subjects who hold various corporate positions of the participating companies.

### **Third-party data**

It should be noted that the Data Controller could verify the truthfulness of the information provided by the participating company also through the acquisition of data from other public administrations (by way of example, the Public Prosecutor's Office, Courts, Prefecture, Professional Orders, Training and Educational entities, Anti-Mafia Registry, Revenue Agency, INPS, INAIL, Construction workers' social security fund with territorial competence).

### **Methods and period of retention of personal data**

All the data provided is collected and recorded lawfully and correctly for the aforementioned purposes and is also processed with the aid of paper and computer systems and tools, as well as database devices, in a manual and/or automated manner, in terms not incompatible with the purposes, in order to guarantee the security and the confidentiality of the data. Therefore, the data provided will be stored in two ways: online and offline.

The aforementioned management activity, as well as data storage, is surrounded by the automated security of the information devices used by the Data Controller, by virtue of the full knowledge and application of the security criteria in accordance with EU Regulation no. 679/2016.

The processed data will be kept until the revocation of consent is explicitly requested. Personal data will be processed for the purposes referred to in points no. 1, 2, 3, 4, 5, 6, for the entire duration of the contract and subsequently until the forfeiture from any appeals.

Finally, they will be kept for the duration of the contractual relationship and, even after the termination of the contract, for the fulfilment of all legal obligations and until the statute of limitations for the exercise of reciprocal rights has expired, as well as for marketing purposes and for the analysis of statistics relating to the internal mechanisms of the company providing the service.

More specifically, the Data Controller may retain the data, in the manner and terms indicated hereinabove, even after the interruption of the contractual obligation with the execution of a business value activity, related to an assessment of the finance and administration processes:

- management of the commercial offer;
- customer management;
- CLIENT reliability;
- credit management;
- collection of commercial evidence;
- analysis, reporting, budgeting and forecasting.

For such a purpose, the Company Ufficio Appalti S.r.l. is committed to the storage of the data, as well as to the processing of the same, with loyalty and fairness.

Apart from the aforementioned cases, the Data Controller is obliged to comply with the terms under the EU Regulation 679/2016, with non-sensitive data retention for a duration of approximately 10 (ten) years.

The acceptance of this notice also determines the exemption of any responsibility on behalf of the Data Controller, prior to implementation of all security systems/measures (offline and online) aimed at inhibiting any act of theft and/or illegal use of the acquired data.

### **Cookies information analysis**

The Data Controller may use cookies and other types of analysis of reading and/or storage of information on the user's device, which aim is to inform the server about the user's accesses by building a path tracking, and other possible information that it obtains from the parameters that can be read by the system through functions contained in the web page, for the sole purpose of being able to create a user navigation experience and, in some cases, upon the user's consent.

The cookies used by the Site [www.tenders.club](http://www.tenders.club) are identified in the regulations of the General Provision so-called "Cookies provision", of which the Data Controller follows the requirements in terms of information and necessity/manner of collecting consent.

For such a purpose, in order to guarantee a fluent service offered to users/clients, the [www.tenders.club](http://www.tenders.club) platform uses "Analytics" in order to collect information, in aggregate form, on the number of users and how they visit the Site itself (by way of example, the "Google Analytics", "Zoho" and "Odoo" system are indicated as tools for collecting user information and related tracking).

### **Subjects to whom personal data may be disclosed**

Personal data will be processed within the Company Ufficio Appalti by the designated data processors, employees authorized to process data (artt. 4(10), 29, 32(4), GDPR and art. 2-*quaterdecies* of the Italian Personal Data Protection Code), by the Personal Data Protection Officer and by subjects who process data on behalf of the data controller, subjects that process data on behalf of the data controller, who assemble a staff trained in compliance with the confidentiality criteria set out in the EU Regulation.

For reasons related to the performance of the activities, the data may also be disclosed to the following subjects:

- public and/or private bodies, such as social security, welfare and insurance institutions, and insurance companies;
- credit institutions and debt collection companies;
- companies operating in the transport sector;
- companies providing services relating to the website and ordinary and certified e-mail boxes, technical assistance and hardware and/or software maintenance;
- auditing and/or certification bodies;
- professionals operating in the legal, fiscal, accounting, IT and organizational sectors on behalf of the Company Ufficio Appalti;
- supervisory authority on public contracts pursuant to art. 1, paragraph 32 of law no. 190/2012;
- judicial authority and judicial police;
- others parties, participating in the procedure, according to the methods indicated by the current legislation on administrative transparency.

## INTERNATIONAL DATA TRANSFERS

### **Rights of the data subject**

The Regulation (EU) 2016/679 recognizes you, as a Data Subject, several rights, which can be exercised by contacting the Data Controller or the DPO at the addresses referred to in points 1 and 2 of this statement.

The following rights may be exercised in so far as they comply case-by-case with the conditions laid down by law (in particular art. 15 et seq. of the Regulation):

- the right to know whether the Company Ufficio Appalti S.r.l. is processing personal data concerning it and, in this case, to have access to the data being processed and to all information relating to it;
- the right to rectify inaccurate personal data concerning you and/or to integrate incomplete ones;
- the right to get your data deleted;
- the right to restrict processing;
- the right to object to the processing;
- the right to data portability concerning you;

In any case, you also have the right to submit a formal complaint to the Italian Data Protection Authority, according to the modalities that can be found on the website: <https://www.garanteprivacy.it>

### **Outsourcing outside of Italy**

Upon execution of this agreement, you accept that all personal data may be outsourced to third parties outside the Italian territory in compliance with the Legislative Decree no. 196/2003 and the EU Regulation no. 2016/679 and subsequent amendments upon the conclusion of the outsourcing contract between the Company Ufficio Appalti S.r.l. and the Data importer.

The conclusion of the outsourcing contract exonerates the Company Ufficio Appalti S.r.l from any liability not attributable to it.