

## INFORMATION RELATING TO INFORMATION REGARDING THE PROCESSING OF PERSONAL DATA OF SUBCONTRACTORS (EU REG. 2016/67)

Dear supplier,

we inform you that BELTRAMI LINEN SRL cares deeply about your protection and has defined the ways in which your data must be processed and safeguarded; you can find out more by reading this document:

### 1. Data Controller

**Company name:** BELTRAMI LINEN SRL (tax code and VAT no. 03494300167)

**Contacts:**

- Address: Vicolo degli Alpini 5, Cene, 24020, BG
- Telephone: 035 716320
- Email: amministrazione@beltrami.it
- Certified email (PEC): info.beltrami@pecarchivio.it

**DPO – Data Protection Officer:** Appointment not required

### 2. Purposes and legal basis of processing

**Collection of information prior to the supply of the service/product** (e.g. requests for quotations and offers)

**Legal basis:** Pre-contractual measures

**Requirement to provide data:** Providing the data is necessary; otherwise we will not be able to establish or continue the supply relationship.

**Data retention period:** Administrative data and/or data relating to the supply will be retained for the entire duration of the relationship and subsequently for 20 years.

**Management of the supply of the requested service/product**

**Legal basis:** Performance of the contract

**Requirement to provide data:** Providing the data is necessary; otherwise we will not be able to establish or continue the supply relationship.

**Data retention period:** Administrative data and/or data relating to the supply will be retained for the entire duration of the relationship and subsequently for 20 years.

**Protection of rights** (out-of-court and judicial actions, protection of intellectual property rights and industrial property rights, etc.)

**Legal basis:** Performance of the contract

**Requirement to provide data:** Providing the data is necessary; otherwise we will not be able to establish or continue the supply relationship.

**Data retention period:** Administrative data and/or data relating to the supply will be retained for the entire duration of the relationship and subsequently for 20 years.

**Compliance with tax, accounting and legal/regulatory obligations** (e.g. invoicing, keeping accounting records, making payments, paying taxes, etc.)

**Legal basis:** Compliance with laws and regulations

**Requirement to provide data:** Providing the data is necessary; otherwise we will not be able to establish or continue the supply relationship.

**Data retention period:** Administrative data and/or data relating to the supply will be retained for the entire duration of the relationship and subsequently for 20 years.

### 3. Processing methods

The security of your data is ensured through the implementation of appropriate technical and organizational measures.

We guarantee that your data will not be processed by means of automated decision-making processes.

### 4. Recipients of the data

**The data may be disclosed to:**

- Employees and collaborators of the Data Controller, professional firms, consultants, IT service providers and other parties external to our company who have been carefully selected and duly instructed.
- Public bodies and administrations.
- Banks and financial institutions, insurance companies.

Some of the parties listed above are appointed as Data Processors; the complete list of such appointments is available at the registered office of the Data Controller.

In the context of managing the subcontracting relationship, your data and the data of the contact persons designated by you may be disclosed to the final customer in order to schedule audits to monitor outsourced processes.

### 5. Rights of data subjects

**Exercisable rights:** Access, Rectification, Withdrawal of consent, Objection, Erasure (Right to be forgotten), Restriction of processing.

**How to exercise your rights:** Your rights may be exercised by contacting the Data Controller using the contact details indicated in section 1.

**Complaint:** You have the right to lodge a complaint with the Italian Data Protection Authority (<https://www.garanteprivacy.it/>).

Last update date: 27/05/2026.