

INFORMATION NOTICE – “PROCUREMENT PORTAL”

REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL OF 27 APRIL 2016

This is an English courtesy translation of the original documentation prepared in Italian language.
Please consider that only the original version in Italian language has legal value.

Pursuant to and for the effects of article 13 Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on free movement of such data, and repealing Directive 95/46/EC (“General Data Protection Regulation” or simply “Regulation” or “GDPR”), we inform you that ITALO - Nuovo Trasporto Viaggiatori S.p.A. (ITALO) collects and processes Your personal data in compliance with data protection law in force and, in any case, in accordance with the principles of confidentiality that our Company is inspired by.

1. Categories of personal data processed

Italo will process the following categories of personal data provided by You as a self-employed worker or legal representative or other contact person of the Company You represent:

- Personal data, such as, for example, name, surname, place and date of birth, address, VAT number, telephone, fax, mobile phone, e-mail, certified e-mail, copy of your identity card, eventually username;
- Personal data included in the documentation required, such as, for example, Company Registration Certificate, tax and wage compliance certification, General Certificate of the criminal records or substitutive declaration, any other certification provided.

2. Purposes of the processing activities

Your Personal Data will be processed by ITALO in order to:

- 1) evaluate and manage the qualification request by Your Company to ITALO’s Procurement portal;
- 2) manage procedures related to ITALO’s on line tenders;
- 3) manage contractual issues related to the supply of products / services by your Company;
- 4) execute vendor rating activities;
- 5) fulfill the provisions of law and regulations currently in force;
- 6) Purposes related to the execution of the contract: contractual fulfilment and execution of operations arising from the contract.

The processing of data provided for the purposes specified in points 1), 2), 3), 4) e 6) is necessary for the execution of the pre-contractual and contractual measures for the supply of the services requested.

Any possible processing of special categories of personal data, such as data relating to criminal convictions and offences, is based on the legitimate interest pursued by the Data Controller in evaluating integrity and suitability of its suppliers.

For the purpose specified in point 5), processing is necessary for compliance with legal obligations to which ITALO is subject.

In case You would refuse to provide personal data requested, it could make it impossible for You:

- to request registration or qualification to ITALO’s Procurement portal;
- to participate in ITALO’s on line tenders;
- to manage the contractual issues between Your Company and ITALO;
- to allow ITALO to evaluate Your Company performances during the supply of the products / services requested;
- to allow ITALO to comply with the obligations and the provisions of the law in force.

3. Methods of the processing activities

In relation to the purposes indicated, Your personal data will be processed by suitable paper-based, electronic and/or Web-based instruments with logic strictly related to the aforesaid purposes and, in any case, such as to ensure data security and confidentiality.

4. Recipients or categories of recipients of the personal data

Members of the Board of Directors, the Data Protection Officer and, in any case, the Data Processors and all persons acting under the authority of the Data Controller, authorized to processing activities may be aware of Your personal data during the execution of their duties.

Your Personal Data may be communicated to any qualified entities that provide ITALO services necessary for the above-mentioned purposes, such as, for example, parent companies, subsidiaries, affiliates, entities, institutions and / or companies that manage and / or participate in the management and / or maintenance of websites and electronic and / or telematic tools used by ITALO; suppliers, contractors, subcontractors, banking and / or insurance companies, consultants who assist ITALO with particular reference to legal, tax, administrative, organizational issues; any other party to whom the Data must be communicated on the basis of a specific legal provision.

Your personal data may be transferred abroad, in accordance with applicable law, where the Company pursues its own interests.

5. Duration and criteria used to determine the period for which the personal data will be stored

5.1 Duration

Your personal data will be processed for period strictly necessary to the purposes mentioned before and / or for the fulfillment of the provisions of law currently in force.

5.2 Retention period

Your Personal Data will be saved in accordance with the following criteria and anyhow until the processing purposes have been achieved:

- 30 days in case of suppliers who have not completed the registration to ITALO's Procurement portal;
- 1 year from the outcome of the evaluation of the registration request, in case of suppliers who have not received a positive result at the end of registration procedure or in case of registered suppliers who have not completed the qualification request;
- 2 years from the expiry of the last qualification, in case of qualified suppliers (but not contracted);
- 10 years from the expiry of the last qualification, in case of qualified and contracted suppliers.

6. Data subject's rights

We would like to inform You that in every moment You could exercise Your rights according to Articles 15-22 of GDPR 2016/679. To exercise Your rights, You can contact the Data Controller at privacy@ntvspa.it. To Your request, the Company will give You a feedback without delay within 30 days.

In relation to the Personal Data processed in connection with this Privacy Notice, in any time You are entitled to:

- Access to the Personal Data (Art. 15 UE GDPR 2016/679), including the right to obtain a copy of the Personal Data concerning You, provided that the rights and freedoms of others are not infringed;
- Rectification (Art. 16 UE GDPR 2016/679);
- Erasure (Art. 17 UE GDPR 2016/679);
- Restriction of processing (Art. 18 UE GDPR 2016/679);
- Data Portability, understood as the right to obtain from the Data Controller the Data in a structured, legible and use friendly format via an automatic device in order to transmit them to another Data Controller without hindrance, if technically feasible and guaranteeing the utmost confidentiality of Data Subject in accordance with reference whistleblowing legislation (Art. 20 UE GDPR 2016/679);
- Object to the processing, (Art. 21 UE GDPR 2016/679).

Please note that pursuant to Art. 77 UE GDPR 2016/679 You can lodge a complaint with the Data Protection Supervisory Authority in the event of a violation of current Data Protection Legislation, according to the procedures and instructions published on the Data Protection Supervisory Authority official website www.garanteprivacy.it.

7. Data Controller and Data Processor for processing activities

The Data Controller is ITALO – Nuovo Trasporto Viaggiatori S.p.A., with registered office in Via Casilina, 1, Rome, Italy, in the person of Legal Representative. Any request relating to the personal data processed by ITALO - Nuovo Trasporto Viaggiatori S.p.A. may be sent to the company's registered office or to its email privacy@ntvspa.it.

The updated list of Data Processors is made available by the Company and may be obtained upon a specific request submitted as detailed above.

The Data Protection Officer's contacts is dpo@ntvspa.it

This privacy disclaimer could be updated. Italo invites You to periodically visit this page in order to know how does Italo process Your Data.

Data Controller
ITALO – Nuovo Trasporto Viaggiatori S.p.A.