General Privacy Notice for Clients and Suppliers pursuant to Art. 13 of the GDPR

This notice is provided pursuant to Art. 13 of EU Regulation 2016/679 (**"GDPR"**) by **Iforum Srl**, with registered office in Rome, Via Fernando Colombo 36, VAT no. 16032451003 (the **"Data Controller"**). It applies to legal entities and natural persons with whom the company maintains contractual or pre-contractural commercial relationships. In this context, the company may process personal data relating to:

- **Personnel of legal entities** (administrative, commercial, and technical staff)
- **Natural persons** (consultants, collaborators, etc.)

1. Categories of processed data

For the purposes indicated below, the Data Controller will process only personal data relating to: **name, last name, email address/PEC (certified email) address, and telephone number.**

2. Purposes of processing

The processed data refers to Contacts (as specified above) and is intended to facilitate communications between the Data Controller and its customers and suppliers.

3. Nature of data provision

The provision of your personal data for the aforementioned purposes is based on **Art. 6, para. 1, letter b)** of the GDPR. Such provision is mandatory for the performance of standard pre-contractual and contractual activities between the Data Controller and its customers and suppliers. The data is processed only for the time strictly necessary and will not be used for any other purposes.

4. Methods of processing

For the same purposes and/or for purposes strictly related to those mentioned above, the Data Controller will process such data in **electronic or paper form**, typically within documents exchanged between the parties.

5. Retention period

The Data Controller reserves the right to retain your personal data for a period of **one year** following the termination of the commercial relationship.

6. Disclosure and communication

Your personal data will not be disclosed or disseminated in any way and will only be communicated to authorized **internal personnel.**

7. Rights

As provided for by Art. 15 et seq. of the GDPR, data subjects have the right to obtain from the Data Controller, with regard to their collected data:

- **Rectification**
- **Erasure** (“right to be forgotten”)
- **Access** to data
- **Information** regarding processing of personal data
- **Restriction** of processing