

## **Data protection notice and information on data processing in the area of the business and supplier directory ULV-ICE Berlin of the Italian Agency for Foreign Trade, Berlin (ICE)**

Below you will find an overview of the manner and scope of the collection and processing of your transmitted data within the scope of registration in the business and supplier directory of the Italian Agency for Foreign Trade (ULV-ICE Berlin) as well as information on rights to personal data.

### **Sources and data**

The office managing the ULV-ICE Berlin processes the personal data sent by the applicants - companies of all trades and services, as well as freelancers in the supply and service sector - in the context of the application for registration in the ULV-ICE Berlin.

Furthermore, we process - insofar as this is necessary for registration in the ULV-ICE Berlin - data that we receive from public sources (e.g. Central Trade Register, Commercial Register, Chambers of Commerce, etc.) or are legitimately transmitted by other third parties (e.g. public clients).

The data processed are essentially company-related data. However, the application documents also contain personal data, in particular of management and executive staff. In this context, it is assumed that the company complies with its information obligations pursuant to Art. 13 of the General Data Protection Regulation (GDPR), in particular towards its employees, within the framework of the existing contractual relationships. Therefore, no further information is provided by us (cf. Art. 14 DSGVO).

### **Relevant data**

In the context of registration in the ULV-ICE Berlin, the following data in particular are collected and processed: trade registration/registration, trade card, certificate of membership of the competent chamber of industry and commerce, certificate of no objection from the employers' liability insurance association, certificate from the competent social security fund, proof of business/professional liability insurance, certificate in tax matters, certificate of no objection from the health insurance funds, company master data, extract from the commercial register, certificate of good conduct and references.

### **Purpose of processing and basis**

We process personal data in compliance with the EU General Data Protection Regulation (DSGVO) and all other applicable laws.

*For the fulfilment of contractual obligations (Art. 6. para. 1 lit b) DS-GVO).*

The processing of personal data (Art. 4 No. 2 DS-GVO) takes place e.g. for:  
Implementation of pre-contractual measures or contract initiation,  
preparation of offers,  
processing of orders,  
provision of services,  
delivery of goods,  
invoicing,  
customer and supplier master data management.

*Processing due to legal requirements (Art. 6 para. 1 lit c DS-GVO)*

It may happen that we process your personal data in order to fulfil legal obligations. These include, for example, retention periods under commercial and tax law and, where applicable, information to authorities in statistical form based on anonymised data.

*In the context of balancing interests (Art. 6 para. 1 lit. f) DS-GVO).*

Where necessary, we also process your data in order to protect the legitimate interests of us or of third parties.

*Based on your consent (Art. 6 para. 1 lit. a DS-GVO, Art. 9 para. 2a) in conjunction with Art. 7 DS-GVO)*

Insofar as we have your consent to process personal data for certain purposes, this processing is lawful on the basis of your consent. Once you have given your consent, it can be revoked at any time. Please note that the revocation is effective for the future. Processing that was carried out before this revocation is not affected by this.

### **Consent to data processing**

In the context of a business initiation or business relationship with ICE Berlin, you generally only need to provide the data that we require for the corresponding establishment,

or termination of that relationship. Without the provision of the required data, we may have to refuse to establish a business relationship or may not be able to carry it out or may even have to terminate such a relationship. The documents and company or personal data submitted by you as a company/freelancer will be processed in accordance with your application, with which you give your consent to data processing, for the purpose of registration in the ULV-ICE Berlin.

### **To whom is the data passed on (categories of recipients)?**

In principle, data is not passed on to third parties. Nevertheless, a part of the ULV-ICE Berlin is published on the ICE website. In the public part, only the following master data of the registered companies are generally accessible:

- ULV-ICE Berlin number;
- name of the company;
- the general contact details given: Address, telephone, fax, e-mail, website;
- economic sector/field of activity

In addition, data may go to recipients to whom we are obliged to disclose data due to legal obligations (e.g. law enforcement agencies, courts, Italian and German government agencies).

### **Duration of data storage**

The collected and processed data will be stored as long as it is necessary for the fulfilment of the (pre-)contractual and legal obligations. It should be noted that a kind of "permanent relationship" is created when the registration is renewed annually.

### **Rights of natural persons concerned according to the GDPR**

Every data subject has the right to  
information (Art. 15 DSGVO)  
rectification (Art. 16 GDPR)  
erasure (Art. 17 GDPR)  
Restriction of processing (Art. 18 GDPR)  
Objection (Art. 21 GDPR)

### **Right of appeal**

You have the possibility to lodge a complaint with a data protection supervisory authority.

### **Body responsible for data processing:**

ICE - Italian Agency for Foreign Trade Schlüterstr. 39  
10629 Berlin  
E-mail: [berlino@ice.it](mailto:berlino@ice.it)

You can reach our data protection officer at:  
E-mail: [privacy.berlin@ice.it](mailto:privacy.berlin@ice.it)