

	E-procurement informative notice pursuant to art. 13 of Italian legislative decree no. 196/2003		
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	ADDRESSEES	HERA Group suppliers	

Bologna, 03/03/2008
Reference. no. 14806/08

Notice pursuant to art. 13 of Italian legislative decree no. 196/2003
(Document available at <http://www.gruppohera.it/fornitori/>)

As regards the legal issues arising from the processing of personal data in and through our supplier management system, please note the following:

Data Controller	The controller of all personal data processed through www.gruppohera.it is Hera S.p.A., with legal headquarters in Viale C. Berti, Pichat 2/4 - 40127 Bologna (BO), Italy.
Personal data collected	For the purposes of supplier registration, the following personal data will be processed via the e-Procurement system: <ul style="list-style-type: none"> - Company name; - VAT no.; - Tax Identification Code; - Address of sales/administrative headquarters; - E-mail address and name of the sales manager; - Telephone numbers and fax number (if any). <p>Once registration has been completed, the following supplementary data will be requested both for qualification and for managing the qualification relationship. Such additional data will be handled in conformity with the procedures outlined below.</p>
Scope	Personal data is processed for the following purposes: <ul style="list-style-type: none"> • Administration of the Supplier Qualification system, and more specifically: <ul style="list-style-type: none"> - assessment of the professional qualities of the interested party (the supplier), so as to negotiate and entertain commercial relations with due regard for the Quality System, the Code of Ethics and the Accountability System adopted by the Hera Group; - drawing up a list of qualified suppliers according to product group, a essential preliminary measure for ensuring renewal of UNI EN ISO certification which attests to our levels of dependability and competitiveness as currently demanded by the market; - pre-contract negotiations, ongoing contract relations, fulfilment of accounting and tax-related obligations deriving from same, and, finally, to facilitate acceptable progress in business activities; - in relation to the <i>Dichiarazione relativa alle condizioni ostative di cui all'Art. 38 del D.L.g. n. 163/06</i> (Declaration concerning prohibitive conditions pursuant to art. 38 of Italian legislative decree no. 163/06), or amendments thereto currently in force, for the purposes of ensuring UNI EN ISO certification; - protection of the rights of the Hera Group during any legal disputes that may arise. • Qualification System Management by means of public tenders; • Management of public tenders;
Method	Data will be handled by computer or in print.
Provision of personal data	The decision to provide personal data is free and discretionary, but is nevertheless required in order for a candidate to be a supplier of the Hera Group. Indeed, Hera has adopted e-Procurement as the sole system and channel through which suppliers can qualify. Refusal to furnish personal data will have no other repercussions barring the candidate's not being able to proceed any further with the supplier qualification process.
Data disclosure policy	Personal data provided will be handled by employees of the Hera Group in the context of specifically authorised and indispensable operations, for tasks of an in-house nature or for public tenders. Furthermore, personal data given may be disclosed by subjects outside the Hera Group in their capacity as external data controllers and for the following activities: assistance and contact centres, IT system administration, transmission of documents. Subsequently, some personal data may be disclosed in the context of commercial relations for purposes of management, insurance, banking or non-banking financial intermediation, factoring, collections and credit insurance. Personal data may also be communicated to professionals, consultants, associates, financial services and credit companies to ensure correct execution of the contract relationship and its fulfilment. Disclosure of this data is not obligatory, but is required nonetheless for the correct fulfilment of contractual and fiscal obligations and, generally speaking, in order to comply with legislation covering and/or related to commercial dealings with Hera. Apart from all of the above, personal data will be communicated to other parties only in those cases required for the fulfilment of legal obligations and for the protection of rights. Data relevant to the aforementioned <i>Dichiarazione relativa alle condizioni ostative di cui all'Art. 38 del D.L.g. n. 163/06</i> , or amendments thereto currently in force, will not be disclosed unless for legal disputes, and only then to those subjects providing legal assistance to the Hera Group.
Duration	Personal data will be used indefinitely save an explicit request to the contrary and as long as the deletion thereof is not prohibited by law (i.e. for supplies).
Rights pursuant to art. 7 of Italian legislative decree no. 196/2003	By contacting the data controller at fornitori@gruppohera.it , in compliance with art. 7 of Italian legislative decree 196/2003, as well as for reasons related to the ordinary handing of access credentials and related personal data each supplier can gain access to its personal data and request: <ul style="list-style-type: none"> - modification of data which cannot be amended autonomously; - deletion of data and cancellation of the account (on the understanding that some data may continue to be held by Hera for legal reasons or for the protection of its own rights).

For the Data Controller

Roberto Barilli
General Manager

The printed name of the signatory replaces the handwritten signature to be found on the original form filed in the Registrar's Office.