



Information Notice pursuant to Articles 13 of the EU Regulation 2016/679 ("GDPR")

Dear valued Client,

at OPIS, we value your business and strive to provide you with the best products and services. As part of our commitment, we would like to inform you about our data processing when working together to deliver services to you.

Data Controller: OPIS S.r.l. ("**OPIS**" or "**Data Controller**"), with its registered office in Via Matteotti 10, 20832, Desio (MB). You may contact OPIS S.r.l. at privacy@opisresearch.com.

Data Protection Officer: OPIS has appointed a Data Protection Officer ("**DPO**") in accordance with Article 37 EU Regulation 2016/679 ("**GDPR**") that you can contact for any matter relating to the processing of Personal Data at: dpo@opisresearch.com.

Purpose of Data Processing and Legal Basis:

OPIS may process your Personal Data for the following purposes:

1. **Management of contractual and pre-contractual relations.** This purpose includes all activities necessary for the negotiation, execution, and administration of contracts (e.g. drafting and executing contractual documents and relevant documentation, managing orders and payments, all activities necessary or connected to provision of services, provide with information strictly related to the management of ongoing agreements and services, including all communications regarding timelines, study progress, procedural updates, regulatory changes affecting the project, and organizational notices...). Legal basis: Art. 6.1.b GDPR (performance of a contract or implementation of pre-contractual measures at client's request).
2. **Compliance.** Data may be processed to fulfil obligations imposed by applicable legislation, including accounting, tax, anti-fraud, anti-corruption, and regulations specific to clinical trials. This may require the communication of data to public authorities, regulatory agencies, or ethics committees. Legal basis: Art. 6.1.c GDPR (legal obligation).
3. **Communication regarding new projects or collaborations.** OPIS may contact you to inform you about new projects, products or services, similar to the ones you have already purchased. Communications will be limited to professional purposes *under art. 130 c. 4 of Italian Privacy Code*. Legal basis: Art. 6.1.f GDPR (OPIS's legitimate interest in maintaining and developing professional and commercial relationships). **Opt-out:** You may object at any time to receiving such communications by contacting privacy@opisresearch.com.
4. **Protection of the Controller's rights** to establish, exercise, or defend legal claims in case of disputes. Legal basis: Art. 6.1.f GDPR (OPIS's legitimate interest to defend its own rights and interest).

Categories of Personal Data: OPIS may collect the following categories of Personal Data:





- 1) contact Information: name, surname, address, job title, phone, email;
- 2) administrative and fiscal data, where required for managing the contractual relationship.

Means of Processing: OPIS may process your Personal Data using both paper and electronic tools, adopting appropriate technical and organizational measures to ensure confidentiality, integrity, and availability. The processing of your Personal Data will be carried out according to the principles of lawfulness and correctness and in such a way as to fully protect your privacy, in particular, in compliance with the principles established by Art. 5 GDPR. OPIS will apply appropriate security measures to avoid loss and destruction, even accidental, or unauthorized access by third parties.

Data Retention:

OPIS will retain:

- Personal Data processed for **Management of contractual and pre-contractual relations** for the entire duration of the contractual relationship and, thereafter, for the period provided for by specific legal obligations, international standard to which OPIS is subject by law (e.g., ISO 9001) or applicable law;
- Personal Data processed for **Compliance** Purpose for the period provided for by specific legal obligations or applicable law;
- Personal Data processed for **Communication regarding new projects or collaborations** until you object to the processing for such purpose;
- Personal Data processed for **Protection of the Controller's rights** Purpose for the period provided for by specific legal obligations or applicable law.

Recipient and Transfers of Personal Data: Your Personal data will be stored securely and may be shared, where necessary for the Purpose to the following recipients:

- OPIS' authorized internal personnel and personnel's affiliates
- Personnel of OPIS's affiliated companies
- OPIS's consultants and supplier (e.g. tax consultants, legal consultants, IT cloud services provider...)
- Regulatory authorities and ethics committees, where required under applicable legislation.

Your Personal Data will be processed by persons specifically authorized by OPIS to process the Personal Data required for carrying out activities strictly related to the provision of the services, who have committed themselves to confidentiality or have an appropriate legal obligation of confidentiality for the Purpose of the Terms. Your Personal Data will not be disclosed to third parties, unless required by law. Some of your Personal Data are shared with OPIS authorized personnel affiliates, who may be located outside the European Economic Area. OPIS ensures that your Personal Data are processed in accordance with the applicable rules on data protection. Indeed, Any transfers to non-EU countries will only take place where the European Commission has issued an adequacy decision or with appropriate safeguards in place (e.g. Standard Contractual Clauses approved by the European Commission).

Data Subject Rights: As a data subject, you have the right to access, rectify, erase, restrict processing, object to processing under art. 15 and following GDPR. If you wish to exercise any of these rights or have any concerns about the processing of your data, please contact the following address: privacy@opisresearch.com or dpo@opisresearch.com. If you seek to exercise one of the above rights, OPIS will have the duty to verify your entitlement to those rights and will send you its feedback within one



month of receipt of the request under art. 12 GDPR. You may also lodge a complaint with the competent supervisory authority if you believe your Personal Data have been unlawfully processed.