

*To all customers/suppliers*

**SUBJECT:** INFORMATION NOTE PURSUANT TO ART. 13 OF ITALIAN LEGISLATIVE DECREE N° 196/2003

I, the undersigned Antonioli Giuseppe, in my capacity as LEGAL REPRESENTATIVE of the company ELTA elettronica s.r.l. with head office at Via Fossa Contarina n° 4, San Giovanni Lupatoto (VR), pursuant to and by effect of art. 13 of Legislative Decree n° 196/2003 "The Personal Data Protection Code" (the Consolidated Privacy Act),

## **DECLARE**

1. that for compliance with the provisions of the legislation in force on the protection of the personal data of its own customers/suppliers, this company processes personal data both manually and electronically;
2. that the data communicated to us, deriving from or relative to contractual agreements in force currently, in the past or in the process of being stipulated, is processed according to criteria of legality, correctness and with full protection of the rights of the persons concerned and in particular in respect of the confidentiality of the data;
3. that the personal data will be processed by this company for:
  - a. absolving the obligations contemplated by the law, by regulations or by European Community provisions and for the fulfilment of accounting and tax obligations, as well as to allow for the effective administrative management of the relationship with the customer/supplier;
  - b. contractual obligations, i.e. relative to contractual needs or for the acquisition of pre-contractual information;
  - c. the acquisition of information relative to requests for services signed or confirmed in writing, also transmitted by e-mail;
4. that the personal data are acquired directly from the person concerned, from the agent through which the person concerned has contacted our company or otherwise within the sphere of our activity;
5. that the personal data are acquired exclusively for contractual purposes or, as the case may be, if deemed indispensable for the execution of successive procedures. If the data are not communicated in the form requested, it will be impossible to provide the services or to perform the activities connected to the same;
6. that the personal data will be processed for the entire duration of the contractual relationship and also successively for compliance with the provisions of law and for commercial purposes;
7. that the data will not be circulated for any purpose other than that for which they have been acquired or communicated and that they will not be disclosed to third parties, excluding the cases in which certain data may be communicated to:
  - a. bodies or authorities to which they must be communicated pursuant to law (e.g. state or local revenue authorities);

- b. companies, firms or professionals which perform specific duties on behalf of the company for accounting and tax purposes;
  - c. companies and firms (such as, for example, insurance companies and banks) exclusively for administrative purposes relative to collections and payments or possible guarantees contemplated for the execution of the contracts;
  - d. subjects who perform duties strictly connected with or instrumental to this company's business (such as, for example, agents, couriers or other entities for services complementary to the supply);
8. that the data holder is the undersigned company, with head office at Via Fossa Contarina n° 4, San Giovanni Lupatoto (VR), in the person of its legal representative pro-tempore Antonioli Giuseppe; that Mr. Antonioli Michele has been appointed as the data processing manager; that the company's administrative and commercial personnel have been appointed as data processing operators. The data may be processed at this company's head office or at the premises of a tax advisor, and also at the premises of other professionals on whom mandate for the accounting processing and any other tasks of their competence has been conferred;
9. that the person concerned (art. 7, Italian legislative decree 196/2003) has the right:
- a. to obtain confirmation of the existence or non-existence of the personal data and their communication in an intelligible form;
  - b. to obtain indication of the origin of the data, the processing purposes and methods, the identification details of the data holder and of the subjects or categories of subjects to whom the data may be communicated or who may gain knowledge of the same in their capacity as designated representatives in the country or as responsible or mandated subjects;
  - c. to obtain the updating or the correction of the data or additions made to the same, when it is in his/her interest, and the cancellation of the data when there is no longer any reason for their processing;
  - d. to oppose the processing of the personal data, entirely or in part and always for legitimate reasons, even if pertinent to the purpose for which they were acquired;
  - e. to oppose the processing of their personal data when such processing is for the purpose of forwarding advertising or material for direct sales or for market research or for commercial messages;