

INFORMATION NOTE PURSUANT TO ARTICLE 13 OF REGULATION 679/2016 EEC

This is to inform you about Regulation 679/2016 EEC on protection of persons and other entities with regard to the processing of personal data.

In accordance with the aforementioned law, the processing of your personal data will be guided by the principles of propriety, lawfulness, transparency, and the protection of personal privacy

WHAT THIS IS FOR

This note illustrates the goals as well as how the data are processed, which data are collected, whether they are going to be transferred to other subjects, the rights that you are entitled to exercise for the protection of your personal data and of yourself; for how long the data will be kept and who to contact in case of need of clarification.

In accordance with the current regulations we are providing you the following information:

1. Purposes and modalities of the processing of data

Your personal data will be solely processed in relation of the purpose of the fulfilment of the obligations pertaining to the relationship with the undersigned controller:

- 1.1. To enter contact personal data into the company electronic database;
- 1.2. For accounting purposes;
- 1.3. For the management of cash receipts and payments;
- 1.4. To fulfil the obligations provided for by Civil, Tax and fiscal Laws and by the regulations of the EU Law;
- 1.5. to send advertising materials and perform direct selling, for the execution of market research and commercial communication (by fax, e-mail, text and Whatsapp);
- 1.6. for the provision of our products and services.

The processing of personal data will be carried out on paper documents as well as electronically by the Controller and by the people in charge of the data processing and/or by authorized processors, in accordance with any precautionary measure to guarantee the safety and privacy and to comply with the technical and organizational measures suitable to ensure the appropriate level of safety in relation to the risk deriving from the processing.

2. Nature of the data collection and consequences of the lack of consent

Giving consent to the data processing is mandatory with exception of provisions referred to in article 1.5, in order to allow the compliance with the obligations stemming from the contract and, in general, with the fulfilment of the legal requirements referred to by the Law. Lack of consent is likely to prevent contract provisions to be fulfilled.

3. Communication and dissemination of the data

Your personal data will only be communicated for the purposes of the contract fulfilment and for the aforementioned objectives:

- . to people and companies (legal consultancy firms, administrative consultants, auditors, couriers and forwarders, data processing companies, marketing and web-marketing firms) in case communication becomes necessary for the mentioned purposes
- . to financial institutions for the management of cash receipts and payments;
- . to factoring firms and debt collectors;
- . to internal and external staff and employees, within the scope of their duties, that are duly appointed for the task or in charge of data processing

4. Rights of the Subject

The subject is entitled to claim against the Controller pursuant article 15 of Regulation 679/2016 EEC briefly summarized below:

1. The Subject has the right to obtain confirmation of the existence or not of personal data concerning him/her, even if they are not recorded yet, and to receive communication thereof in an intelligible form
2. The subject has the right to obtain the following details:
 - The origin of the personal data;
 - The purposes and methods of data processing;
 - The logic applied to data processing when treated by means of electronic tools;
 - Identification details of the Controller and of any other person in charge of the processing of personal data;
 - People or categories of people to whom personal data can be communicated or people that may become aware of the personal data in force of their role of designated representative, within the territory of the State or outside the territory of the State, or as persons in charge of the data or any authorized processor.
3. The subject has the right to obtain:
 - The update, the amendment or if of interest, the integration of the personal data;
 - The cancellation or the transformation in an anonymous form or even the blockage of the data in case of infringement of the Law, including those data that do not need to be retained in relation to the purposes for which they were collected or subsequently processed;
 - A certificate proving that procedures listed at point 3 were communicated to the recipients to whom data were communicated or disseminated, also in terms of their contents, needs to be provided except when the fulfilment proves impossible or implies the use of means that are openly disproportionate in relation to the protected right.
4. The subject has the right to object in full or in part:
 - For legitimate reasons to the processing of his/her personal data however relevant to data collection purposes, notwithstanding the possible consequences referred to in subparagraph 2 of Article 2;
 - To the processing of personal data for advertising, direct selling and market research purposes or commercial communication (see point 1.5).

The rights above can be exercised by making a request, without any formality, even by means of proxy, to the Data Controller. An appropriate feedback is due without any delay.

A written request may be made by means of a registered letter, by fax or e-mail.

The Subject has the right to lodge a complaint to the Supervisory Authority (Italian Privacy Guarantor).

5. Termination

In case of termination of the data processing for whatever reason, pursuant article 17 of Regulation 679/2016 EEC, your personal data will be:

a) destroyed, once the retention obligations imposed by Article 2220 of the Civil Code and Articles 19 and 22 of the Presidential Decree n. 600/1973 and other specific provision cease to be active; b) transferred to another Data Controller provided that they are intended to be processed in compliance with the purposes for which they have been collected; c) retained for solely personal reasons and not intended for systematic communication or dissemination; d) retained or transferred to another Data Controller for statistical and historical purposes in compliance with laws and regulations of the EEC norms and with the subscribed codes of conduct and good practice, pursuant to Article 40 of Regulation 679/2016 EEC.

6. The Controller of the data processing

The data processing controller is: **CAAST S.r.l., with registered office in Mariano Comense, Via Luigi Fumagalli n. 91,**

While requesting the explicit consent to the data processing, we remain

Yours faithfully

The Controller
CAAST s.r.l.

Cappellini Cora

Consent by the Subject

The undersigned, having fully read and understood the information provided by the Data Controller pursuant to the legislation in force:

Gives consent to the data processing and communication of personal data for the purposes stated in the above information note, with the caveat that the provision cannot be otherwise carried out

I give my consent I withhold my consent

Gives consent to the dissemination, also for promotional purposes of the services offered by the Data Controller referred to in point 1.5, of the personal data for the objectives and within the scope illustrated in the information note (optional)

I give my consent I withhold my consent
(by fax, telephone and e-mail)

I give my consent I withhold my consent
(by text, e-mail, whatsapp)

[Place], [date] Stamp and signature.....

Name Surname

Address

Tel. Mobile..... Fax

E-mail