

**Re: Privacy Policy to customers and suppliers issued by Ot Seals Srl
pursuant to art. 13 of European Regulation 2016/679**

This privacy policy has been drawn up and issued pursuant to art. 13 of European Regulation 2016/679 (also hereinafter referred to simply as the European Regulation), which has introduced significant legislative developments.

This privacy policy, therefore, updates and replaces any previous versions issued until now.

Having stated the above, it should be noted that:

1) by effect of the establishment of a business relationship and during the course of such relationship, our company will need to collect and process your personal data;

2) for the purpose of clarity we herewith set out the definitions given by the aforementioned European Regulation;

Personal data: means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person;

Processing: means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

Pursuant to article 13 of European Regulation 2016/679 therefore,

we inform you

that the collection and processing of your personal data shall be carried out by the undersigned company in compliance with the following:

- a) **purpose:** the data will be processed for the correct fulfilment of accounting, tax, commercial and technical obligations and for all business activities in general related to the business relationship in force;
- b) **advertising purposes:** the data may be used, subject to specific and explicit consent, also for the sending of advertising/communication material by post, e-mail, telephone, fax, text message and similar; after having given consent, it is, however, your right to oppose the processing of your data for this purpose at any time and without expense;
- c) **method:** the data will be processed both with paper and with electronic/IT/telematic instruments/supports, in full compliance of legal provisions, according to the principles of lawfulness and fairness and in a way that protects your confidentiality;
- d) **optional provision of data:** the provision of data is optional and is not obligatory;
- e) **consequences of refusal:** the refusal to provide data or the opposition to their processing, may imply the impossibility of continuing any business relationship or relationship of any other nature with our company; denial of the use of the data for the sending of advertising material/communication shall not have any consequence on present or future relations;
- f) **persons/entities or categories of persons/entities (recipients) to whom the data may be communicated or disseminated:** the data may be communicated to third parties only for fulfilling legal or contractual obligations. The data shall in no event be disseminated;
- g) **persons tasked with processing:** the data shall be processed exclusively by suitably authorized company staff working in the administrative and commercial sector;
- h) **automated decision-making processes (e.g. profiling):** no automated decision-making processes are applied, unless with the data subject's consent;
- i) **data subject's rights:** you are entitled to all the rights provided for by the European Regulation, such as the right to request access to personal data and their modification, cancellation, limitation of processing, the right to oppose their processing, besides the right of portability of the data. You also have the right to submit a complaint to the Control Authority;

- j) **transfers to foreign countries:** any transfers of personal data to a foreign country outside the European Regulation or to an international organization shall occur on the basis of an adequacy decision by the Commission or, in the event of transfers as per articles 46, 47 or 49, second paragraph, of the European Regulation, on the basis of appropriate and suitable guarantees;
- k) **data retention period:** the data shall be stored for the period strictly necessary for fulfilling the requests of the data subject or on the basis of what is provided for by the laws in force or any contractual clauses;
- l) **data controller:** the data controller is Ot Seals Srl , with registered office in Rubiera (RE), Via Pitagora n. 1, in the person of its pro tempore legal representative;
- m) **data protection officer:** the data protection officer is Dr. Juri Torreggiani, with his firm situated in Reggio Emilia, Via Piccard no. 16/G, tel. +39 0522/30.11.69, fax +39 0522/38.79.96: any request for clarifications or information can be addressed to said data protection officer on the company website and/or on a suitable paper document addressed to the company's registered office.

This privacy policy may be integrated, verbally or in writing, with additional elements and indications, to better inform you regarding the "Privacy" issues and to comply with legislative developments.

Date: 24/05/2018

The data controller
Ot Seals Srl

**Customer/supplier consent issued to Ot Seals Srl pursuant to articles 7-8-9 of European Regulation
2016/679**

The undersigned _____ or, the Company, _____
_____ in the person of the Legal Representative, Mr. _____

whereas

The undersigned – the Company

1. has received, carefully read and understood the privacy policy as referred to above in all its parts; 2. is perfectly aware of their rights; 3. acts in complete freedom and without any coercion and/or psychological pressure;
having stated the above

expresses full consent

for the collection and processing of their personal data, necessary for the purposes as per the aforementioned privacy policy.

Date ____/____/____

Legible signature

With the signature affixed at the foot, the undersigned – the Company, also expresses their specific and explicit consent to receive advertising material/communications, such as brochures, invitations, newsletters, by post, e-mail, fax, SMS, MMS, and similar, sent by the Data Controller. It is herewith understood that it is a precise right of the undersigned to revoke this consent by contacting the Data Controller.

Date ____/____/____

Legible signature
