

Dear Customer / Dear Supplier,

according to articles 13 and 14 of the European Regulation 679/16, hereinafter GDPR, AR FILTRAZIONI SRL, hereinafter only referred to as "the Company" or "the Data Controller", is to inform of the following:

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1. Definitions

With **Processing** we refer to any operation or set of operations, performed with or without the aid of automated processes and applied to personal data or sets of personal data, such as collection, recording, structuring, conservation, adaptation or modification, extraction, consultation, use, disclosure by transmission, diffusion – or any other means of making available –, comparison, interconnection, restriction, erasure, or destruction.

With **Common Personal Data** we refer to any information concerning a natural person, directly or indirectly identified or identifiable, particularly by referring to an identifier such as a name, an identification number, location data, an online identifier or one or more characteristic elements of his or her physical, mental, economic, etc. identity.

With **Special Personal Data (or sensitive)** we refer to any data likely to reveal racial and ethnic origin, religious, philosophical or other beliefs, political opinions, party or trade union membership, health status, sex life, genetic data, biometric data.

With **Data Controller** we refer to the natural or legal person, Public Authority or other body which, individually or jointly with others, determines the purposes and means of the personal data processing.

With **Consent** we refer to any manifestation of free, specific, informed, and unambiguous will of the data subject, by which the data subject manifests his or her assent, by means of a statement or unambiguous positive action, that personal data concerning him or her be processed.

Legal Basis for Processing means the indication of the condition that justifies the processing.

The legal bases under the GDPR are:

- consent of the data subject: occurs when data processing is explicitly authorized by the data subject for one or more specific purposes;

- performance of a contract: occurs when data processing is necessary to fulfill a contract desired by the data subject;
- legal obligation: occurs when the data processing is required by a law, set of rules, etc.
- data controller lawful interest: occurs when data processing is necessary for the data controller's specific needs, under the condition that the processing is not excessively invasive for the data subject.
- vital interest: occurs when data processing is necessary to safeguard the life of the data subject or of another natural person;
- performance of a task carried out in the public interest: occurs when the processing is necessary to perform a task of public interest or related to public authority.

With **Disclosure** we refer to giving knowledge of personal data to one or more specified parties other than the data subject.

With **Diffusion** we refer to giving knowledge of personal data to undetermined parties, in any shape or form, including through making them available or their consultation; therefore, diffusion also occurs when publishing online.

2. Preliminary Information

The purpose of this policy statement is to make our Company's privacy policy simpler and clearer, because we believe that the protection of personal data is a fundamental value of our business activities and we want to provide you with all necessary information by describing what data we collect, how we use it, how long we keep it, and what tools you have at your disposal to always have control over your data and exercise your rights.

3. Categories, Legal Basis, and Retention of Data according to the Purpose of their Collection

When we complete a contract or when you visit, consult, request, or use our services, we collect and use your common personal data for the purposes, on the legal basis, and for a duration as outlined below:

PURPOSES	CATEGORY	LEGAL BASIS	CONSERVATION
<ul style="list-style-type: none"> - To execute a contract, order, supply, or other service requested by the data subject; - For accounting or tax purposes; - To enforce a right; - For marketing purposes, to invite you to participate in our events or other commercial initiatives 	Common Data: <ul style="list-style-type: none"> - First Name, Last Name - Phone Number - Address - E-mail Address - Social Media Contacts - IP Address 	<ul style="list-style-type: none"> - Contract - Law - Consent - Lawful interest of the Data Controller - Art. 130 c. 4 d.lgs. 196/03 	<ul style="list-style-type: none"> - Until expiration date of the contract to execute a contract; - for tax/accounting purposes until 15 years after the expiration date of the contract; - for marketing purposes and newsletters until the end of the marketing campaign or withdrawal of consent

We would like to remind you that the processing of your data for “**Marketing purposes and Newsletters**” is not mandatory. **Your prior consent is therefore necessary** and can be revoked at all times through the methods listed in the paragraph “**Rights of the Data Subject**” or through the link at the bottom of the received newsletter, without any type of consequence with respect to your contractual relationship with the Company. In these cases, the Company will retain the minimum personal data necessary to record your withdrawal and avoid contacting you again.

4. Disclosure of Collected Data to Third Parties

Your common personal data may be disclosed to third parties depending on the purpose of the disclosure as outlined below:

PURPOSES	CATEGORY	RECIPIENT
Issuing invoices Payment of taxes and contributions Contract execution Managing criticality Management and maintenance of the various management systems, the network, the accounts, PCs and other devices	Common Data: - First and Last Name - Social Security Number - Address - E-Mail Address - Phone Number - Bank Data	- Company’s Staff - Tax professional, accountant, legal professional and their associates - Banks and other credit or financial institutions - Insurance Companies - Debt Collection Companies - Public Administration - Judicial Authority - Revenue Agency - RSPP - Doctor - Patent Firm - Electronic invoicing management and maintenance company - Website management and maintenance company - Badge management and maintenance company

In no case will the Company ever disclose your personal data.

5. Transfer of Data to Third Countries

The Company may transfer your personal data to third countries related to the use of Cloud services, to the email provider. Even if data is transferred to third countries, it will be processed in full compliance with the laws, regulations and agreements with the countries concerned.

6. Profiling

The Company does not carry out automated decision-making processes suitable for profiling interested parties.

7. Place and Methods of Processing

The Company processes your data both on paper and with the help of computer tools. The processing takes place at the headquarters in Bergamo (BG), Via dell'Industria 59/61.

8. Data Breach

In the event of a breach of our computer systems or loss of your personal data that may result in damage to you, it will be promptly notified to you and to the Italian Data Protection Authority.

9. Data Subject Rights

In relation to the personal data covered by this policy, you are entitled to exercise your rights under the GDPR below:

- right of access to one's own data, with the possibility of being informed about the processing carried out and possibly to have a copy of it;
- right to rectification of outdated or inaccurate data;
- right to the deletion of one's own data without undue delay, with respect to data processed on the sole legal basis of consent;
- right to limitation of processing;
- right to the portability of one's own data, through the transmission of the same to another Data Controller previously authorized;
- right to object to processing, with respect to data processed on the legal basis of consent;
- right not to be subjected to automated decision-making processes;
- right to file a complaint, if one's rights are deemed to be compromised by writing directly to the Guarantor Authority – www.garanteprivacy.it – and following the published procedures, or by appealing to the Judicial Authority.

10. Changes and Updates

The Company may also make changes or additions to this policy because of any subsequent corporate and/or regulatory changes.

11. Data Controller and Contact

The data controller of personal data is AR FILTRAZIONI SRL, Via dell'Industria 59/61 Bergamo (BG).

To exercise the above rights or if you have any questions about this policy, you may write to the Data Controller at web@arfiltrazioni.it.

N.B.

As far as this Privacy Policy is concerned, the original text drafted in the Italian language applies.

Bergamo,

Signature

Stamp