

## **Privacy policy pursuant to article 13 of EU Regulation 679/2016 and consent**

Pursuant to article 13 of EU Regulation 679/2016 (hereinafter GDPR) and in relation to the personal data which you have provided, or, rather, that has been acquired in the context of the contract existing with Optotec S.p.A., We would like to inform you of the following:

### **Data controller and personal data protection officer**

The data controller is the company Optotec S.p.A., with offices in Garbagnate Milanese (province of Milan), via B. Zenale no. 44.

### **Purpose of personal data processing**

The processing concerns common data which you have provided.

Data processing is performed to the ends of meeting legal and contractual obligations, in particular, accounting and administrative requirements regarding agreed services and in particular:

- data insertion and processing to the ends of drafting mandatory journal entries, drafting tax and administrative documents regarding asset transfer and service provision or similar;
- insertion and updating of our client records for management use and purposes based on legal provisions;
- any data communicated to our tax consultant to the ends of accounting and tax requirements.

Your data and, in particular, email address may be processed, on your express consent, possibly for informative newsletters to be sent.

Personal data may be processed by means of paper or IT archives (including portable devices) and processed with strictly-necessary means to the ends of the above-indicated purposes.

### **Legal basis of processing**

The legal basis of the processing consists in legal, tax and accounting obligations (records, invoicing, etc.) as well as the contract with you, including pre-contractual activity, or consent given by the interested party.

### **Consequences of failure to communicate data**

As regards the personal data related to the contract which you signed or regarding meeting a regulatory obligation (for example, the obligations connected to journal entries), failure to communicate personal data will prevent contract finalisation.

### **Data storage**

Your personal data, processed to the above-indicated ends, will be stored for at least 10 years from contract termination, without prejudice to disputes underway and different tax provisions or legal standards or regulations.

### **Recipients of data**

Your personal data may be communicated to:

1. consultants and accountants providing functional services to the above-indicated ends;
2. banking and insurance institutes providing functional services to the above-indicated ends;
3. parties processing data to the ends of specific legal obligations;
4. parties that may provide operations which support commercial activities (for example, sending emails), possibly in countries outside of the European Economic Area (comprising EU countries plus Norway, Iceland and Liechtenstein).

In these cases, the data will be transferred exclusively to organisations subject to the obligation to ensure confidentiality and security, which will use them exclusively to provide the requested services.

### **Profiling and data dissemination**

Your personal data are not subject to dissemination or any completely-computerised decision-making processes, including profiling.

### **Rights of the interested party**

The rights recognised by the GDPR include:

- to request the data controller access to your personal data and related information; the rectification of incorrect data or the integration of incomplete data; the erasure of your personal data (on occurrence of one of the conditions indicated in art. 17, paragraph 1 of the GDPR and in compliance with the exceptions provided for in paragraph 3 of the same article); the restriction of the processing of your personal data (on the occurrence of one of the hypotheses indicated in art. 18, paragraph 1 of the GDPR);
- in the event that the legal basis of the processing is the contract or the consent, and the same is performed with computerised means, to request and obtain your personal data from the Data controller in a structured, legible format from a computerised device, possibly to the ends of communicating these data to another data controller (so-called right to personal data portability);
- to object to the processing of your personal data at any time on the occurrence of particular situations that regard you;
- to revoke consent at any time, exclusively in the event that the processing is based on your consent to one or more specific ends and regards common personal data (for example, date and place of birth or place of residence), or particular data categories (for example, data revealing your race, political opinions, religious convictions, state of health or sex life). Processing based on consent and performed before its revoking remains, however, lawful;
- complain to the regulatory authorities (personal data protection authority – [www.garanteprivacy.it](http://www.garanteprivacy.it)).

### **Contact details**

In order to exercise any of the above-mentioned rights related to your personal data and for requests to clarify the processing of your personal data by Optotec SpA, please contact us at [privacy.optotec@stl.tech](mailto:privacy.optotec@stl.tech).

I, the undersigned, \_\_\_\_\_

in relation to the policy that you have provided, and in particular with reference to my personal data and their processing by you to the ends of sending informative newsletters on your products,

give my consent

refuse to give my consent

PLACE, \_\_\_\_\_ (signature) \_\_\_\_\_

PLACE, \_\_\_\_\_ (signature) \_\_\_\_\_