



Information – Director Board

Who are we and what do we do with your personal data?

Tessilquattro S.p.A., hereinafter the Data Controller, protects the confidentiality of your personal data and provides it with the necessary protection from any event that may put it at risk of violation.

For this purpose, the Data Controller implements policies and practices regarding the collection and use of personal data and the exercise of your rights under applicable law. The Data Controller is responsible for updating the policies and practices adopted for the protection of personal data whenever necessary and in any case in the event of regulatory and organisational changes that may affect the processing of your personal data.

How does the Data Controller collect and process your data?

The **Data Controller** collects and/or receives information about you, such as:

- o name, surname, tax code, images, email, telephone number, address
- o banking data
- o IT data

Personal information about you will be processed:

1) to manage the relationship to fulfil legal obligations deriving from the relationship in place

Your personal data will be processed in order to manage the relationship in place or activities related to your representation within the Data Controller and to fulfil legal obligations deriving from it.

Your data will be communicated to third parties/recipients if:

1. it is necessary, to fulfil the obligations under the contract and according to the laws that govern it (e.g. to defend your rights, for reporting to the regulatory authorities, etc.);
2. the communication is made to job consultant, lawyers, business consultant, notary firms, public bodies, auditors, accountants, credit and insurance institutions, Group companies.

2) for information security activities

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The Data Controller processes, also through its suppliers (third parties and/or recipients), your personal data, including IT (e.g. logical access) or traffic data collected or obtained in the case of services displayed on the website to the extent strictly necessary and proportionate to ensure the security and capacity of a network or its servers to withstand, at a given level of security, unforeseen events or unlawful or malicious acts that compromise the availability, authenticity, integrity and confidentiality of retained or transmitted personal data.

For these purposes, the Data Controller envisages procedures for the management of personal data breach in compliance with the legal obligations to which it is subject.

What happens if you do not provide your data?

If you do not provide your personal data, the Data Controller will not be able to process your personal data for actions that are preparatory to, or a result of managing the relationship in place/being set up, nor for the obligations that depend on them.

The Data Controller intended to carry out certain processing operations in accordance with certain legitimate interests that do not prejudice your right to confidentiality, such as those that:

- enable the prevention of IT incidents and the notification of personal data breaches to the regulatory authorities or their reporting to users, if necessary;
- enable the transfer to third parties/recipients for activities linked to contract management.

How, and for how long are your data stored?

How

Data processing is carried out on paper or through IT procedures by internal subjects authorised and trained for this purpose. They are granted access to your personal data to the extent and within the limits required for carrying out the processing activities that concern you.

The Data Controller periodically checks the tools by means of which your data is processed and its security measures, which it constantly updates; it makes sure, also through the subjects authorised to process the data, that personal data for which processing is not necessary is not collected, processed, stored or retained; it makes sure that the data is retained with the guarantee of integrity and authenticity of its use for the purposes of the processing actually carried out.

Where

The data is retained on paper, computer and electronic files located within the European Economic Area, and appropriate security measures are ensured.

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For personal data communicated to Group Companies, customers and suppliers based in countries outside the European Economic Area, in order to carry out the activities envisaged by the work contract signed with the Data Controller, the following will apply:

- for communication to customers and suppliers the exemption set forth in Article 49(1)(b) of the GDPR;
- for communication to Group Companies standard contractual clauses.

How long

The personal data processed by the Data Controller is retained for the time necessary for the carrying-out of activities related to the management of the contract with the Data Controller and until ten years after its conclusion (art. 2946 of the Italian Civil Code) or from when the rights that depend on it can be enforced (pursuant to art. 2935 of the Italian Civil Code); as well as for the fulfilment of the obligations (e.g. tax and accounting obligations) that remain even after the conclusion of the contract (art. 2220 of the Italian Civil Code), for the purposes of which the Data Controller must retain only the data necessary for their furtherance. This is without prejudice to the cases in which the rights deriving from the contract should be asserted in court, in which case your data, only that necessary for these purposes, will be processed for the time necessary to pursue them.

The retention of your personal data collected through work tools is specified in Work tool Privacy Policy.

This is without prejudice to your right to oppose at any time the processing based on legitimate interest for reasons related to your particular situation.

What are your rights?

In substance, at any time and free of charge and without any special charges or formalities for your request, you can:

- obtain confirmation of the processing carried out by the Data Controller;
- access your personal data and know its origin (when the data is not obtained directly from you), the purposes of the processing, the data of the subjects to whom it is communicated, the period of retention of your data or the criteria used to determine it;
- withdraw your consent at any time if this is the basis for the processing. In any case, the withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal;
- update or rectify your personal data so that it is always accurate and correct;
- erase your personal data from the databases and/or files, including backup files, of the Data Controller, if, among other things, it is no longer necessary for the purposes of the processing or if this is deemed unlawful, and provided that the conditions laid down by law are met; and in any event if the processing is not justified by another equally legitimate reason;
- restrict the processing of your personal data in some circumstances, for example if you have contested its accuracy, for the period required for the Data Controller to check its accuracy. You must also be informed, in reasonable time, of when the period of suspension has ended

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or the cause of the restriction of processing has ceased to exist, and therefore the restriction itself withdrawn;

- obtain your personal data, if received and/or in any case processed by the Data Controller with your consent and/or if its processing is carried out on the basis of a contract and with automated tools, in electronic format also in order to transmit it to another data controller.

The Data Controller must do so without delay and, in any case, at the latest within one month of receipt of your request. The time limit can be extended by two months, if necessary, taking into account the complexity and the number of requests received by the Data Controller. In such cases, the Data Controller will inform you of the reasons for the extension within one month of receipt of your request.

For any further information and to send your request, please contact the Data Controller at privacy@aquafil.com

How and when can you oppose the processing of your personal data?

For reasons relating to your specific situation, you may oppose at any time the processing of your personal data if this is based on legitimate interest, by sending your request to the Data Controller at the email address privacy@aquafil.com

You have the right to have your personal data erased if there is no legitimate reason overriding the one that gave rise to your request.

Who can you complain to?

Without prejudice to any other administrative or judicial action, you may submit a complaint to the competent supervisory authority or to the authority that carries out its tasks and exercises its powers where you have your habitual residence or work or, if different, in the Member State where the violation of Regulation (EU) 2016/679 occurred.

Any update of this information will be communicated to you in a timely manner and by appropriate means and you will also be informed if the Data Controller will process your data for purposes other than those referred to in this information before carrying it out and in time to give your consent if necessary.

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