

Notice for Employees

Dear Mr. / Ms.

The undersigned Company informs you that, for the purpose of the establishment and management of the working relationship underway with you, it is the Holder of both your personal and family data qualified as personal data under the Code concerning personal data protection (Law Decree 196 of 30 June 2003).

According to the said Law, such processing shall be characterized by principles of fairness, lawfulness and clearness, while protecting both the confidentiality and your rights.

Data processing means any operation or set of operations carried out with or without electronic means or automated ones, concerning the collection, recording, organization, storing, processing, amendments, retrieval, comparison, use, communication, distribution, interconnection, blocking, cancellation, destruction, and selection of the same data.

As for the processing to be performed, we specifically inform you of the following:

- a) Processing concerns the following data categories: personal data, domiciling, your bank account details and other personal data, either required or acquired, geared to only achieve the aims related to the activity management by our Company and by companies associated to it.
- b) Data processing concerning yourself or your Company shall be performed by hand and by computer, while respecting all safety and confidentiality measures for data;
- c) Providing and processing data is necessary for the administration and management of the working relationship with the employees of the undersigned company;
- d) Data so gathered can be disclosed to the following entities: Banks for the management of collections and payments, companies for credit collections, Offices of Work Consultants – Accountants and/or Certified Accountants – Legal Offices, the commercial network of this Company, external entities carrying out specific tasks on behalf of this Company for company, accounting, fiscal, and production fulfillments, for market research and marketing activities, to associated or affiliated companies, to any entity appointed to audit the balance sheet, to Medical Offices in compliance with the obligations concerning hygiene and safety at the workplace, to public authorities and administrations for Law fulfillments; to Boards or Institutes in charge of managing issues related to the working relationship;
- e) Consenting to the gathering, processing, disclosing and/or distribution of data provided according to the procedures and aims, and to the foregoing entities is compulsory. In the event of refusal or incomplete or incorrect communication, we cannot guarantee the correct processing of salaries, tax and social security costs and the correct management of the working relationship;
- f) Some so-called “sensitive” data may exist among the personal information provided by you for the above-mentioned purposes, and which shall form the subject of processing. This refers to data to disclose your racial and ethnical origins, your religious beliefs (religious holidays that can be used by law), of a philosophic nature

or of any other kind, your political opinions and belonging to political parties, unions (taking on of appointments and/or requests for withholding any union fees), religious, philosophic, political or union associations as well as any data suitable to disclose your health and sexual life (leaves for sickness, maternity, accident or the compulsory starting) suitability or not to certain tasks (as a medical indication following prevention/regular medical checks or requested by yourself); Sensitive data, concerning your health, handled by the competent doctor while carrying out his duties as foreseen under Law Decree 626/1994 and in other provisions concerning hygiene and safety at the work place, for performing preventive and regular medical checks, shall be processed at the employer's only by the same doctor as an independent processing controller, for which the company shall require explicit consent. The same doctor shall notify the employer of the determination of any non-qualification;

- g)** Data provided by you may also concern your family members. In this case, your consent shall be automatically extended to the latter;
- h)** The personal data processing Holder is the undersigned Bauli S.p.A.
- h)** All of the aforementioned data and the others forming your working file shall be kept even after the termination of the working relationship to perform any fulfillment related to or deriving from the conclusion of the said working relationship;
- i)** The "pro tempore" Holder for personal data processing is Mr. Roberto Tamassia;
- j)** We inform you that in regard to data processing, you can exercise your rights as set out in article 7 of Italian Law Decree 196/2003, which we have attached to this Notice, within the limits and according to the terms envisaged by articles 8, 9 and 10 of the above mentioned law decree.
Furthermore, the following categories of people appointed and/or responsible, be they in-house or external, identified in writing, and which have received specific written instructions may become aware of your personal data while processing it:
 - Employees of the Human Resources Department;
 - Employees of the Technical/Production Department;
 - Employees of the Information Systems Department;
 - Employees of the Administration/Finance Department;
 - Employees of the Management Control Department;
 - Employees at the Reception;
 - The competent doctor being the Independent Processing Holder

ITALIAN LAW DECREE 196/2003 ON THE RIGHTS OF THE PARTY CONCERNED
Article 7 (Right of Access to one's personal data and other rights)

1. The party concerned has the right to obtain confirmation as to whether personal data exists that relates to it, although not yet recorded, and its communication in an understandable form.
2. The party concerned has the right to obtain information about:
 - a) The origin of his/her personal data
 - b) Both the purpose and method of data processing;
 - c) The logics applied whenever data is processed by means of electronic instruments;
 - d) The identification details of the holder, those responsible, and the appointed representative as under Article 5, para. 2;
 - e) The entities or the categories of entities to which personal data may be disclosed or which may become aware of it in their capacity as designated representative on the Country's territory, officers or appointees
3. The party concerned has the right to obtain:
 - a) Updates, amendments or supplements to data, wherever it may be interested;
 - b) The removal, transformation into an anonymous form or blocking of data being processed unlawfully, including data which is not required to be saved for the purposes for which it was originally collected or subsequently processed;
 - c) A statement that the operations referred to in items a) and b) above have been disclosed, even for that which regards their content, to those entities to which data has been communicated or disclosed, except when such compliance is found either to be impossible or to imply the use of means clearly out of proportion if compared to the rights being protected.
4. The party concerned has the right to object, in full or in part:
 - a) For legitimate reasons, the processing of its personal data, even if it may be relevant to the aim of the collection;
 - b) The processing of its personal data for the purpose of sending publicity or direct sales material or of market surveys or commercial communications.