

Adrara San Martino (BG), 15/12/2009

**Re: Privacy statement pursuant to art. 13 of Italian Legislative Decree 196/03 "Code on the protection of personal data"**

To Customers and Suppliers - Their facilities

**Foreword**

Pursuant to the provisions laid down by Italian Legislative Decree 196/03 "Code on the protection of personal data" (hereinafter the "Code"), below we provide information on our company's use of personal data obtained in connection with existing contractual relations (or relations that may exist in the future) with you.

**Source of personal data**

Data in our possession, obtained in connection with contractual relations, is collected directly from the data subject. All data collected shall be handled in compliance with regulations in force and, in all cases, with due confidentiality.

**Purposes of data processing**

Personal data is collected or processed for the sole purpose of properly fulfilling obligations associated with the performance of our company's economic activities, and more specifically to: meet requirements with a view to enter into a contract, fulfil contractual obligations to the person concerned by taking an action, a number of actions or performing a series of operations required to fulfil said obligations; perform the obligations associated with or instrumental to the contract with any public or private organisation; comply with legal obligations.

Furthermore, data is processed for the purpose of sending promotional material about our products, again in connection with the performance of contractual purposes, including through the use of your e-mail address.

**Methods of data processing**

With reference to said purposes, personal data shall be processed using manual, computer and online means based on a logic that is strictly related to said purposes and, whatever the case, in such a way as to ensure the security and confidentiality of the data in question, in compliance with the aforementioned law.

**Nature of data collection**

For the purpose of entering into and performing contracts, the collection of personal data also of a compulsory nature since there are legal and fiscal obligations to be fulfilled. This means that refusing to supply said data will make it impossible to establish relations with the company. The relevant data processing does not require the consent of the person concerned.

**Communication and disclosure**

Personal data and its relevant processing will be shared with companies for the performance of economic activities (sales, managerial, IT system management, insurance, bank and non-bank brokerage, factoring, shipment management, mailing, credit management and protection) or for the performance of legal obligations (accountants, attorneys). Data shall not be disclosed to other parties.

Knowledge of your data may be gained by the person in charge of data processing and the following categories delegated to the task of processing data: sales area, administrative area.

**Rights of persons concerned**

Persons concerned may contact the Privacy Service c/o the data controller to check their data and have it added to, updated or corrected as well as to exercise their rights as laid down in art. 7 of the Code (attached hereto). Specifically, the persons concerned may object at any time, again through the Privacy Service, to the processing of their e-mail address for direct sales or marketing purposes.

**Data controller**

The data controller is: CAPOFERRI SERRAMENTI SPA, with registered office at Via Cividini 20 - 24060 - Adrara San Martino (BG).

The Data Manager is: Ms. Elisabetta Valzelli, whose domicile, for the purpose of carrying out tasks in this capacity, is that of the data controller.

**Art. 7 Italian Legislative Decree 196/03 (Right of access to personal data and other rights)**

1. The person concerned is entitled to know obtain confirmation as to whether personal data is being held on him or her or not, including data not yet recorded, and to ask for a copy of said data in intelligible form.
2. The person concerned is entitled to obtain information about:
  - a) the source of personal data;
  - b) the data processing methods and purposes;
  - c) the logic applied in the event of processing carried out with the aid of electronic instruments;
  - d) the particulars of the data controller, the data managers or processors and the designated representative in accordance with article 5, paragraph 2;
  - e) the people or categories of people that personal data may be communicated to or that may otherwise gain knowledge of the data during the course of their activities as designated representatives in the country's region, or as those in charge of data processing or their delegates
3. The person concerned is entitled to obtain :
  - a) updates, corrections or, in case it should concern him or her, additions to the data;
  - b) the erasure, transformation into anonymous form or blocking of data handled in violation of the law, including data whose storage is not necessary for the purposes for which the same data was originally collected or subsequently processed;
  - c) a statement attesting that the operations mentioned under letters a) and b) have been made known, including their contents, to all those to/with which data was communicated or shared, except in the case where compliance proves to be impossible or would entail the use of means clearly disproportionate to the right being protected.
4. The person concerned is entitled to object, either fully or in part:
  - a) to the processing of personal data concerning him/her, for legitimate reasons, even where said data is relevant to the purpose of collection;
  - b) to the processing of personal data regarding him/her for the purpose of sending advertising or direct sales material or for the purpose of carrying out market research or sending sales communications.