

## PRIVACY POLICY

Under the provisions of article 13 of the Code on the Protection of Personal Data (Legislative Decree 196/2003 – the so called “Privacy Code”), we inform You that our company, OFFICINE GRAFICHE NOVARA 1901 S.p.A., warrants, under the statutory provisions, that the processing of personal data held in the respect for human rights and fundamental freedoms and the dignity of the person concerned, with particular reference to confidentiality, personal identity, law and the protection of personal data.

### OPERATIONS AND PURPOSES OF THE PROCESSING

Any personal information You provide are the result of Your own free choice, we have no illegal means to obtain this information without Your consent.

The information that You provide us when You send an e-mail is used only to respond to questions or to meet Your requests, and only after the event expressed consent by You, our company may use Your personal data for purposes such as sending information on promotional and commercial, or relating to new product offerings or services; finally, only after further demonstration of their specific consent, Your personal data may be made available to our trading partners can transmit information or send promotional material for Your interest.

### PROCEDURES AND LOGIC OF THE PROCESSING

The processing of personal data may take place with or without the aid of electronic and automated tools, and will include all the operations necessary for the processing of the planned art. 4 paragraph 1, letter a, Leg. June 30, 2003 nr. 196 (you define “treatment” *any operation or set of operations, carried out without the aid of electronic tools, regarding the collection, recording, organization, storage, consulting, development, modification, selection, retrieval, comparison, use, interconnection, blocking, communication, dissemination, erasure and destruction of data, even if not registered in a database*); in each case, the treatment will be carried out in compliance with all security measures that ensure its security and confidentiality.

The personal data will be handled exclusively by staff processing appointed directly by the holder of the treatment, OFFICINE GRAFICHE NOVARA 1901 S.p.A., which has prepared all the minimum security measures needed to minimize the risk of a breach of the privacy of its users from third parties, and constantly updated whenever proves indispensable.

### NAVIGATION DATA

Computer systems and software procedures for running this web site acquire, during their normal exercise, some personal data whose transmission is implicit in the communication protocols of the Internet. This information is not collected to be associated with identified, but which by their very nature could, through processing and association with data held by third parties, allow users to be identified. This category of data includes IP addresses or domain names of computers used by users who connect to the site, the URI (Uniform Resource Identifier) of the resources requested, the time of the request, the method used to submit the request to the server, the size of the file obtained in reply, the numerical code indicating the status of the response from the server (successful, error ..) and other parameters related to the operating system and computer environment. This data is used only to obtain anonymous statistical information on the site and to check its correct functioning and is deleted immediately after processing. The data could be used to ascertain responsibility in case of hypothetical computer crimes against the site.

### POWER TO CONFER YOUR DATA

The optional, explicit and voluntary sending of electronic mail to the addresses listed on this site involves the acquisition of the sender, necessary to respond to requests, and other personal data included in the message.

### COOKIES

No personal user data is acquired from the site. There is not any use of cookies for the transmission of personal information, nor are used persistent cookies of any kind, or systems for tracing users.

The use of session cookies (which are not stored on the user's computer and disappear when the browser is closed) is strictly limited to the transmission of session identifiers (random numbers generated by the server) necessary to enable safe and efficient website.

The session cookies used on this site avoid using other techniques potentially prejudicial for the confidentiality of navigation and do not allow the acquisition of personal identification data of the user.

### CATEGORIES OF EMPLOYEES

Your personal data will be processed by the employees of our departments. These employees, who operate under the direct authority of the Processing Manager, have been designated as the Assigned Operators of Processing, and they have received adequate operating instructions on the task.

### COMMUNICATION AND SPREAD

In addition to employees of OFFICINE GRAFICHE NOVARA 1901 S.p.A., third-party subjects could carry out certain processing operations involving Your personal data for the purpose of supplying the services referred to above. In such cases, these third-party subjects will operate as independent Title-Holders, or they will be designated as Managers or Assigned Operators of the processing. Any designated Managers or Assigned Operators will receive adequate operating instructions, in particular as regards the implementation of minimum security measures for the purpose of guaranteeing the confidentiality and the security of Your data.

The third-party subjects referred to above essentially fall under the following categories: consulting companies, factoring companies, credit-collection companies, agents and business promoters, institutes, social security and charitable agencies, insurance agencies, public administration. We will only provide these companies the personal information they need to deliver the service: they are required to maintain the confidentiality of the information and are prohibited from using that information for any other purpose.

Your data will not be spread, with such term meaning to provide information to indefinite subjects in any way, also by means of their putting on disposition or consultation.

### YOUR RIGHTS

Right of access to personal data and other rights under the provisions of article 7 of the Code on the Protection of Personal Data (Legislative Decree 196/2003).

The interested party is entitled to obtain:

- confirmation of whether or not personal data that regard him or her exist, even if the data have not yet been registered, and communication of the data in intelligible form
- indication of the origin of the personal data
- indication of the purposes and procedures of the processing
- indication of the logic applied in the case of processing performed with the aid of electronic instruments
- indication of the identifying information of the Title-Holder, the managers and the designated representative in the territory of the Italian State, if any
- indication of the subjects, or the categories of subjects, to which personal data may be communicated, or which may gain knowledge of such data as a designated representative in the territory of the Italian State, or as managers or operators assigned to the processing
- updates, adjustments or, when of interest to the party, integrations of the data
- cancellation, transformation into an anonymous format or blocking of data processed in violation of the law, including data that do not have to be preserved for the purposes on account of which they were collected and subsequently processed
- certification of the fact that the operations referred to in the last two points have been brought to the attention, in terms of their content as well, of those to whom the data were communicated or distributed, except in cases where this requirement proves impossible to satisfy or calls for an expenditure of resources disproportionate to the right being respected.

With respect to the processing of data that regard You, You may contact the Processing Manager referred to above in order to exercise Your rights under the provisions of article 7 of the Privacy Code.

#### TITLE-HOLDER AND PROCESSING MANAGERS

The Title-Holder of the processing of Your personal data is OFFICINE GRAFICHE NOVARA 1901 S.p.A. registered office at Corso della Vittoria, 91 – 28100 Novara (NO) – Email: [privacy@deaprinting.it](mailto:privacy@deaprinting.it). Here are the updated list of managers appointed by the holder.

<b>MANAGERS</b>
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<b>MANAGER of DATA SECURITY</b>
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<b>MANAGER for the RIGHTS of third parties</b>
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<b>PROCESSING MANAGERS</b>	
<i>Unità Organizzativa</i>	<i>Divisioni</i>
Affari Generali	
Direzione Commerciale	Area Vendite
	Servizio tecnico commerciale
Amministrazione	
Innovazione e sviluppo	
Sicurezza	
Direzione Operazioni	
	Qualità
	Magazzino
	Acquisti
Direzione Produzione	

#### CONNECTING TO OTHER SITES

The Web site provides links to other Web sites: OFFICINE GRAFICHE NOVARA 1901 S.p.A. is not responsible for the content of those sites nor may make statements regarding the content or accuracy of the material; please note that clicking on links to external Web sites, the user will be required to respect the privacy policies.