



OFFICE TRADE s.r.l.
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Cod.Fisc. e P.IVA 02150710362
Cap Soc. € 99.000 i.v.
R.E.A. MO 269324 – Reg.Imp. MO 38041

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Annex 4

Information notice for Clients and Suppliers

Pursuant to article 13 of the Italian Legislative Decree 196/2003, which sets out the Code for the processing of personal data, our company, as data controller, wishes to inform you that the personal data acquired in relation to commercial dealings will be subject to the above law provisions, and we also wish to provide the following information.

COLLECTION OF PERSONAL DATA

The personal data gathered relates mainly to:

- identification data (company name, company address, telephone, fax, e-mail, fiscal data, etc.)
- data relating to the economic and commercial activities (orders, solvency, bank and financial data, accounting and tax data, etc.)

This data may be supplied directly or gathered from independent third parties holding such data (for example, sales agents and representatives as to the data relating to contracts and orders, or from commercial information providers or public registers, lists or databanks as to the data relating to financial solvency).

PURPOSES OF DATA PROCESSING

The purposes of the data processing are as follows:

1. execution of the contracts stipulated with you and fulfilment of the related undertakings;
2. compliance with legal obligations relating to the contract;
3. organisational management of the contract (e.g.: relations with sales agents and representatives, contractors for the organisation of the activities to be carried out at clients' premises);
4. possible external professional cooperation pursuant to legal obligations;
5. safeguarding of contractual rights;
6. internal statistical analysis;
7. marketing activities through the delivery of promotional and advertising material relating to products and services similar to those of the existing commercial relationship;
8. information on solvency.

DATA PROVISION

Providing data and the subsequent data processing are mandatory in relation to purposes 1, 2 and 5 concerning the obligations of a contractual and legal nature. In addition, providing data is mandatory in relation to purposes 3 and 4, which govern the activities of the undersigned, that are required for the fulfilment of all contractual and legal obligations. In the event of refusal to provide any data for these purposes, it may be impossible for the undersigned to perform and start any contractual relationship and fulfil the related legal obligations.

The collection and processing of data is voluntary in any other situations.

METHODS OF PROCESSING

All personal data shall be processed in paper, computer-based and telematic form and shall be registered in the relative databases (clients, suppliers, administration...) which may be accessed and therefore read by the personnel expressly authorised by the undersigned as responsible for data processing. The authorised personnel may also consult, use, process and compare the data, and they may perform any other operation (including automatic operations) that may be deemed necessary, subject to the observation of applicable law provisions aimed at ensuring the confidentiality and the



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safety of the data, as well as its exactness, updating and consistency with the declared purposes.

DATA DISSEMINATION

- ❖ In relation to the purposes set out under points 1,2 and 5, the data may be communicated to the following subjects and to the categories of subjects indicated below:
 - Transport companies and shipping agencies, in relation to aspects concerning the shipping of goods and Customs' proceedings;
 - Banking institutes for the management of cash collection and payments;
 - Financial administrations or other companies or public bodies pursuant to legal obligations;
 - Legal companies and offices for the safeguarding of contractual rights.
- ❖ For purposes 3 and 4, the data may be communicated to agents, representatives, business finders who work for the undersigned, as well as to contracting companies, independent workers and commissioning firms.
- ❖ For purpose 6, data dissemination is not envisaged, unless in the event of statistical data communication in aggregated and anonymous form.
- ❖ For purpose 7, data dissemination outside the company is generally not envisaged, unless in the case of data communicated to sales agents or representatives of the undersigned who deal with the presentation or delivery of the material in the situations already authorised by the clients with their express consent.
- ❖ For purpose 8, data may be communicated to commercial information providers or companies.
- ❖ The dissemination of personal data is not envisaged.

RIGHTS OF THE DATA SUBJECT

The data subject has the right to exercise the rights set out in section 7 of Italian Legislative Decree n.196/2003, within the limits and conditions foreseen by articles 8, 9 and 10 of the above-mentioned legislative decree. Further information concerning the processing and dissemination of the personal data supplied directly or otherwise acquired, may be requested from our Data Controller at the company headquarters.

DATA CONTROLLER

The person responsible for the processing of personal data is Mr **Filippo Maini** who, for the purposes of the current legislation, is domiciled at the headquarters of the undersigned company.

This information notice does not prevent any other and additional information from being provided, also orally, to the data subject at the time of data collection.

Date

26/01/2007

Company stamp and signature

OFFICE TRADE SRL