



In accordance with Italian Legislative Decree No. 196 of 30 June 2003, relating to personal data processing (Personal Data Protection Code), we would like to inform you that, in accordance with the minimum security measures provided for by the above-mentioned law, your personal data, which we have acquired in the course of contractual relations, promotional campaigns or business relations concerning commercial offers, will be subject to the following manual or computer processing:

### **1. Purposes of Data processing**

- a) Administrative, accounting, fiscal mandatory performances related to contractual obligations;
- b) Additional performances provided for by the contractual obligations.

### **2. Processing conditions**

Data processing is carried out, electronically or manually, by authorised staff appointed as "Person(s) authorised to carry out data processing". Minimum security measures are guaranteed in accordance with the existing law. The data may be sent to Companies in the Novamont Group involved in carrying out your orders or in data processing related to the above Purposes, or to customers for commercial references.

### **3. Effect of refusal**

Personal data, and the processing thereof in accordance with the above conditions, are necessary for the Purposes mentioned in points 1a) and 1b).

### **4. Recipients of your data**

Your personal data may be sent:

- a) to the Data Processor - any "Person(s) responsible for processing" data relating to the above activities; the Data Processor may or may not be a Novamont employee (e.g. a consultant);
- b) in any case, to any "Person authorised to carry out data processing" acting inside Novamont's organisational structures (e.g. offices) or in external organisational structures (e.g. consultant) that have been entrusted with carrying out the above-mentioned activities. Apart from communications and distributions carried out in fulfilment of legal obligations, data which have been received and processed may be communicated (only for the above-mentioned Purposes) to:

Novamont S.p.A.

Via G. Fauser

28100 Novara, Italia

Tel.+39.0321.6996.11 - Fax +39.0321.6996.00/6996.01

e-mail: [info@novamont.com](mailto:info@novamont.com)

## **5. Rights of the data subject**

The rights of the data subject, which are regulated by Section 7 of Italian Legislative Decree No. 196/2003, are:

### ***Section 7 (Right to access personal data and other rights)***

1. A data subject shall have the right to obtain confirmation as to whether or not personal data concerning him exist, regardless of whether they have been recorded, and regardless of whether they have been passed onto third parties.
  
2. A data subject shall have the right to be informed
  - a) of the source of the personal data;
  - b) of the purposes and methods of the processing;
  - c) of the logic applied to the processing, if this is carried out by computer;
  - d) of the details concerning the identity of the data controller, the data processors and the appointed representative, see Section 5 (2e);
  - e) of the bodies, or types of body, to whom or to which the personal data may be sent and who or which may come to know the said data in their capacity as nominated country representative(s), data processor(s) or person(s) in charge of the processing.
  
3. A data subject shall have the right to have:
  - a) his data updated, corrected or, where appropriate, supplemented;
  - b) any data that have been unlawfully processed, including data for which retention is unnecessary for the purposes for which they were collected and subsequent/y processed, cancelled, made anonymous or blocked;
  - c) certification to show that any third parties to whom his personal data have been sent have been informed of the operations mentioned in paragraphs a) and b), except where this proves to be impossible, or where doing so would entail a disproportionate effort in relation to the right that is to be protected.
  
4. A data subject shall have the right to object, in whole or in part:
  - a) on legitimate grounds, to the processing of his personal data, even though they are relevant to the purpose of the collection;
  - b) to the processing of his personal data, where this is carried out for the purpose of sending advertising materials or of direct selling, or else for the performance of market or commercial communication surveys.

## **6. Data Controller**

The Data Controller is the company Novamont S.p.A., which is located in Novara, Italy, in Via Fauser, NO.8. If you wish to have the updated lists of Data Processor(s), to exercise your rights, in accordance with Italian law, to consult your data, to check their use or, where appropriate, to have them corrected, updated, adjusted, completed or cancelled, please write to:

Novamont S.p.A.-

Data Processor

Via Fauser, 8 28100 Novara, Italy