

## PRIVACY POLICY

### **Personal data processing Leg. Decree 196/2003 - PROCESSING OF PERSONAL DATA REQUESTED AND/OR ACQUIRED DURING THE PROCESS OF COMPANY ACTIVITIES**

In compliance with Section 13 Leg. Decree n.196/03 “Personal data protection code” The Company Rotork Instruments Italy Srl, registered in Cusago (MI) - Italy, Viale Europa n° 17, which is the controller of the personal data processing, shares the following information to any subject concerned with processing of their personal data, common and/or sensitive, collected by reason of existing contractual relationship, required pre-contractual notice or acquired in other ways during the process of company activities, included therefore data collected from users (“Users”) of our website (“the Site”) either when they register to use the Site, either during the course of their use of the Site, either when Rotork Instruments Italy Srl requests further information from Users from time to time following on from registration:

1. The data processing will be performed: a) for purpose of exercising any rights and fulfilling any duty deriving from the contractual agreement between our Companies and/or any other duty required by Italian and UE laws and regulation in force; b) in particular, for purpose of fulfilling any economic, financial, legal, fiscal, insurance, commercial assignment related to the management of the contractual relationship and/or to the costing assessment In compliance with accounting regulations and Rotork plc Group accounting and management procedures; c) for statistic, commercial, marketing and credit safeguard purposes.
2. The data processing will be handled in compliance with Section 11 Leg. Decree 196/2003, and it will include any Operation or set of operations described by Section 4 .1.a. Leg. Decree 196/2003, included the communication of The data to the subject indicated at point 5 below, and their dissemination in the terms described at point 7. The Data processing is carried out with or without the help of electronic or automated means, and it is managed by Persons in charge of the processing; the data will be stored and filed on paper and/or using every automatic tool and support – optical/information/ magnetic – capable of storing and recording; the data processing with manual means with collection of the data on specific books and/or file cards, which will be conserved into traditional archives.
3. Providing the requested data is obligatory when required for fulfilling duties deriving from laws or regulations, and voluntary when required for fulfilling rights and duties deriving from contractual agreements, but necessary For the purposes indicated at point 1;

4. Any refusal to provide the data and/or to allow the subsequent processing may result in the undersigned Rotork Instruments Italy Srl being unable, partially or in full, to reach the purposes indicated at point 1.
5. The data will be communicated to:
  - Public Authorities or Administrations, within the limits and criteria established by laws and regulations;
  - financial and/or commercial and/or bank companies or legal consultants for credit safeguard purposes;
  - banks and financial or commercial companies in charge of collecting or issuing payments;
  - entities in charge of supplying administrative/accounting/fiscal support for managing related services;
  - lawyers and legal consultants for purposes of safeguard of Company's interests related to the contractual relationship, and for the evaluation of possible liabilities having legal significances;
  - auditors and statutory auditors for purposes of auditing and checking of accounts related to the contractual relationship, and for the evaluation of possible liabilities having economic significances;
  - insurance companies and brokers for managing of the company's risk policies and their crosscheck, included credit assurance;
  - organizations and companies part of Confindustria system for purposes connected to its institutional activity
  - companies and consultants in charge of managing and maintenance of the IT system and network;
  - Rotork Group companies (located in or outside the territory of EU) for satisfying all requirements of corporate policies and internal check procedures and/or to enable them to provide the Subjects with information about products and services which they believe would be of interest;
  - Consultants and entities in charge of supplying support for quality assurance, technical productive/logistic/ environmental consultancy, for purposes connected to their charges;
  - Company's customers and suppliers, located in or outside EU, for purposes connected to the managing, organization, and execution of activities connected and/or related to contractual relationships and agreements.
6. Data can be disclosed to the following processors or persons in charge of the processing: Company's management and employees of the Administration /accounting/customer services/commercial/ purchasing/ production/logistic/ technical/quality Departments; Rotork Group directors/ management and employees
7. The data can be transferred to third countries, either inside or outside the EU; an updated list of the extra- European countries is available by the processor indicated at the following point 9.; the data will be not disseminated.
8. Every data subject is entitled to exercise the rights granted by Section.7 of Leg. Decree 196/2003 (full text herewith enclosed).
9. Rotork Instruments Italy Srl is the controller of the data processing, in person of its Legal Representative "pro- Tempore"; processor of the data processing is the Finance Controller "pro-tempore" of the Company, residing at the administrative offices in Orio al Serio (Bg) – I, Via Portico n.17, for the sole purpose of this assignment; any concerned subject is entitled to refer to the a.m. processor for the exercise of the rights indicated at Section 7 Leg. Decree 196/2003, by emailing at [info.instruments-italy@rotork.com](mailto:info.instruments-italy@rotork.com).

### **Rotork Instruments Italy Srl**



Rotork Instruments Italy Srl con socio unico  
Direzione, Uffici e Stabilimento: Via Portico, 17 24050 Orio al Serio (Bg) Italy  
Sede legale: Viale Europa, 17 20090 Cusago (Mi) Italy  
Cap. Soc. € 45.000,00 i.v. - C.F.: 01137680177 P.IVA: 00604200980  
Int'l VAT N. IT 00604200980 R.E.A. Milano N. 2110457 – Iscr. Registro Imprese Milano N. 01137680177  
Società soggetta all'attività di direzione e coordinamento di Rotork plc.

**Leg. Decree 196/2003 – 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 their being already recorded, and communication of such data in intelligible form.
2. A data subject shall have the right to be informed:
  - a. Of the source of the personal data;
  - b. Of the purpose and methods of the processing;
  - c. Of the logic applied to the processing, if the latter is carried out with the help of electronic means;
  - d. Of the identification data concerning data controller, data processors and the representative designated as per Section 5 (2);
  - e. Of the entities or categories of entity to whom or which the personal data may be communicated and who or which may get to know said data in their capacity as designated representative(s) in the State's territory, data processor(s) or person(s) in charge of their processing.
3. A data subject shall have the right to obtain:
  - a. Updating, rectification or, where interested therein, integration of the data;
  - b. Erasure, anonymization or blocking of data that have been processed unlawfully, including data whose retention is unnecessary for the purposes for which they have been collected or subsequently processed;
  - c. Certification to the effect that the operations as per letters a) and b) have been notified, as also related to their contents, to the entities to whom or which the data were communicated or disseminated, unless this requirement proves impossible or involves a manifestly disproportionate effort compared with 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 personal data concerning him/her, even though they are relevant to the purpose of the collection;
  - b. To the processing of personal data concerning him/her, where it is carried out for the purpose of sending advertising materials or direct selling or else for the performance of market or commercial communication surveys.

We kindly ask that you please return the below consent slip, consenting to the processing of your personal data. Please return your consent by fax (+39 035 531763) or by e-mail (info.instruments-italy@rotork.com) alternatively, if you cannot fax or email or it is inconvenient to do so, you can post your consent slip to the following address:  
Rotork instruments Italy Srl, Via Portico n° 17, 24050 Orio al Serio (Bg), Italy

Rotork Instruments Italy Srl  
Via Portico n.°17  
24050 Orio Al Serio (Bg)  
Italy

**OGGETTO: Consent to personal data processing**

The undersigned Company ..... In person of its Legal Representative acknowledging receipt of the information supplied in compliance with the art.13, Leg. Decree 196/2003 and full understanding of the data it contains, with specific reference to the rights of the data subject recognized by Section 7 Leg.

Decree 196/2003, gives its consent to the processing of data, which includes the communication of the identification and sensitive data, and – limitedly to identification data – the dissemination, for the purposes and within the limits set forth in the above mentioned information.

The undersigned also agrees that the data, including sensitive data, may be transferred abroad, according to Section 43 Leg. Decree 196/2003, within the limits indicated in the information, and furthermore agrees to the data processing deriving from the communication of the data to the data controllers listed at point 5 of the information, limitedly to the scope thereon declared.

Date,

.....  
(Stamp & Signature)

