



INFORMATION ON THE PROCESSING OF PARTICIPANTS' PERSONAL DATA

pursuant to Articles 12, 13, and 14 of Regulation (EU) 2016/679

The company MATERIA PRIMA S.R.L. (hereinafter referred to as the "Data Controller"), Tax Code - VAT No. 03797550161, represented by its legal representative, Ms. Eugenia Giuliani, with its registered office in Treviglio (Bg), Via Ernesto Baslini no. 2, in its capacity as the "Data Controller," **informs you that your personal data will be collected for the establishment and management of the "professional service relationship between the company and the client"** in relation to the consultancy, organization, and implementation of events, courses, and meetings requested by you, and as better specified in its statute, and will be processed in compliance with Articles 12, 13, and 14 of Regulation 2016/679/EU, in order to guarantee the rights, fundamental freedoms, and dignity of individuals, with particular reference to privacy and personal identity.

We inform you that if the activities provided to you involve the processing of personal data of third parties for which you are the data controller, it will be your responsibility to ensure that you have complied with the provisions of the legislation regarding the data subjects, in order to legitimize their processing by us.

Origin, Purpose, Legal Basis, and Nature of the Data Processed

The processing of your personal data, provided directly by you, is carried out by MATERIA PRIMA S.R.L. to fulfill obligations arising from laws, regulations, community legislation, and the contract you have entrusted to us. It concerns:

- a) Personal data, bank details, tax and accounting data, navigation data, photographs, certified email address, CNS, and SPID code of you or your company, communicated by you, processed to fulfill regulatory obligations in terms of billing and administration in accordance with current legislation, regulations, community legislation, and instructions given by authorities authorized by law;
- b) Personal and contact data, photographs, and certified email address of you or your company, communicated by you, processed to fulfill the contract to which you are a party and all related pre-contractual and contractual, commercial, accounting, and tax activities, for purposes strictly connected and instrumental to the execution of the contract itself or as requested by you; the data will be collected and processed by the Data Controller to allow your registration for the Event and, therefore, your subsequent identification at the venue where the Event will take place;
- c) Data relating to communication forms, including interactive ones, usable for exchanging information with MATERIA PRIMA S.R.L., such as email addresses, landline and mobile phone numbers, utilities for communication tools via PC, tablet, smartphone employing a data or internet connection, to allow communication between the company and the client;
- d) Personal data and data relating to communication forms, including interactive ones, used for marketing and/or promotional activities, through traditional and automated contact methods (e.g., email, operator phone contact, postal mail, automated email campaigns, SMS, automated phone contact, instant messaging, social networks), to promote the products and services marketed by the company and to keep you updated on other initiatives organized by it;
- e) Furthermore, if deemed appropriate by you for your participation in the Event organized, which includes catering and/or catering service, you may report any particular data under Article 9 of the GDPR (e.g., food intolerances or allergies, special dietary requirements, mobility difficulties, etc.).



Additionally, your personal data collected from third parties may be processed for the above purposes and in compliance with applicable legislation, within the limits of legal obligations, and on the indication of the competent judicial authority, or by express provision of the company's specific regulatory obligations MATERIA PRIMA S.R.L.

Communication of Data to Third Parties

Your personal data will be communicated, as required by law, to comply with the obligations you requested, or inherent to the assignment received, as well as any delegations conferred by you.

For these purposes, your personal data will be communicated, when necessary, to:

- External subjects operating as Data Controllers, such as supervisory and control authorities, law enforcement agencies, judiciary, and generally subjects, public or private, entitled to request data or access them by law, regulation, or community legislation, within the limits established by these norms.
- Employees and collaborators of the Data Controller assigned to data processing for the purposes indicated in this notice;
- External parties designated as "External Data Processors" who perform specific activities on behalf of the controller; for example: activities carried out by consultants and/or external professionals, including in association, for the fulfillment of tax and accounting, insurance and regulatory obligations, collection and payment management, IT system and software maintenance and assistance, goods transportation, shipping companies and companies operating in the transport sector, auditing and control companies, and more generally, companies that perform outsourcing activities on behalf of the Data Controller. The updated list of data processors is kept at the operational headquarters of the Data Controller.
- External parties or offices for the fulfillment of required obligations such as, for example, the Revenue Agency, Social Security Institutions, Labor Inspectorates, Public or Private Offices;
- Subsidiaries, affiliated companies, or associates of the Data Controller, in order to fulfill the service you have entrusted.

These entities, assigned or responsible, act as Data Processing Recipients or are themselves Data Controllers of the personal data transmitted to them, to whom MATERIA PRIMA S.R.L. provides adequate operational instructions, particularly regarding the adoption and compliance with security measures, to ensure the confidentiality and security of the data.

In case your personal data, or the personal data of third parties under your authority, need to be communicated to external companies identified from time to time, MATERIA PRIMA S.R.L., as Data Controller, will expressly inform you in writing of the Data Processing Recipients, to whom only the data necessary for the requested activities will be transmitted.

Regarding the protection of personal data, the Customer is invited, pursuant to art. 33 of the European Regulation 2016/679, to report any circumstances or events that could lead to a potential "personal data breach" to MATERIA PRIMA S.R.L., as Data Controller, to allow an immediate evaluation and the adoption of actions to counteract such an event. This report can be made by sending a communication to MATERIA PRIMA S.R.L. at the email address privacy@materia1a.it.

The obligation of MATERIA PRIMA S.R.L. as Data Controller to communicate data to Public Authorities upon specific request remains unchanged.

Data Transfer Abroad

The Data Controller does not transfer personal data to third countries or international organizations. The transfer of your personal data abroad may occur if necessary for the management of the received assignment, in which case the data will be transferred to third countries or international organizations that provide adequate guarantees in terms of privacy and data protection, as provided by art. 46 of Regulation EU 679/16. For the processing of information and data that will be communicated to these entities, equivalent levels of protection adopted for the processing of



personal data of their own employees will be required. In any case, only the data necessary to achieve the intended purposes will be communicated, and the regulatory tools provided by Chapter V of the GDPR will be applied.

If the Data Controller uses cloud storage systems with servers located outside the EU territory, they rely not only on a wide range of legal mechanisms for the international transfer of personal data from the EU to the United States, including the well-known Privacy Shield EU-US agreement, but also on EU-type contractual clauses for the international transfer of data and internationally recognized guidelines for data protection in the cloud, such as the new ISO/IEC 27018:2014 certification, which complements the previous ISO/IEC 27001 and ISO/IEC 27002 standards.

Processing Methods and Retention Periods

Your data are collected and recorded lawfully and fairly for the purposes indicated above in compliance with the principles and provisions of art. 11 of the Code and 5 c 1 of the GDPR. The processing of personal data is carried out with paper and electronic means, using manual, IT, and telematic tools with logics strictly related to the purposes themselves and, in any case, in a way that guarantees their security and confidentiality, through the operations of collection, recording, organization, storage, consultation, processing, modification, selection, extraction, comparison, use, interconnection, blocking, communication, deletion, and destruction of data.

Personal data will be processed by the company MATERIA PRIMA S.R.L. as Data Controller for the entire duration of the assignment and also subsequently to assert or defend its rights or for administrative purposes and/or to fulfill obligations arising from the applicable regulatory and legislative framework in force and in compliance with specific legal obligations on data retention. Such data may be stored for the time necessary to provide the service and to achieve the purposes for which they were collected and to manage similar future requests, always in accordance with the principles of lawfulness, fairness, non-excessiveness, and operability provided by the current privacy regulations.

Nature of the provision

In relation to the purposes indicated in points a), b), and c) of this information, the provision of your data is indispensable for the execution of the work performance between you and the company MATERIA PRIMA S.R.L. and to allow the company to fulfill the obligations provided by the applicable regulations: without such personal data, it is impossible to establish and maintain the assignment between you and the company MATERIA PRIMA S.R.L. For this reason, consent to the processing of data is not required pursuant to art. 6 of the European Regulation 2016/679, considering that the processing of personal data takes place based on the provisions of art. 6 c. 1 b) of the European Regulation 2016/679.

In relation to the purposes indicated in point d) of this information, the provision of your data is optional. Consent is indeed required, pursuant to art. 6 of the EU Regulation 2016/679, for the processing of personal data related to marketing activities.

In relation to the purposes indicated in point e) regarding the management of your requests concerning your particular personal data: if, for your participation in the event, you deem it appropriate to communicate your particular personal data pursuant to art. 9 of the GDPR (e.g., food intolerances, special dietary requirements, mobility difficulties, etc.), the Data Controller will intend to process such information to take charge and manage your special requests. Regarding this purpose of processing, the legal basis to allow the Data Controller to process your personal data is your explicit consent, pursuant to article 9, first paragraph, letter a) of the GDPR. The provision of your particular personal data or the related explicit consent pursuant to art. 9 of the GDPR is optional, but your refusal will prevent the Data Controller from managing your requests for this purpose.

Rights of the Data Subject

In accordance with, within the limits, and under the conditions provided by the regulations on the protection of personal data regarding the exercise of the rights of data subjects (Chapter III of the European Regulation 2016/679) concerning the processing covered by this information, as a data subject you have the right to:

- request confirmation as to whether or not personal data concerning you are being processed;



- access the personal data concerning you;
- request the rectification, erasure, notification of rectifications and erasures to those to whom the data have been disclosed, concerning the personal data that concern you;
- request the restriction of processing in the cases provided by the law;
- obtain the portability of the personal data you provided, i.e., receive them from a data controller in a structured, commonly used, and machine-readable format, and transmit them to another data controller without hindrance;
- object at any time to the processing of your data and specifically, object to decisions based solely on automated processing of your data, including profiling;
- lodge a complaint with the Data Protection Authority pursuant to art. 77 of the European Regulation 2016/679, if you believe that the processing concerning you violates the provisions of the Regulation.

*The data subject can exercise their rights in terms of privacy and personal data protection by requesting the specific form from MATERIA PRIMA S.R.L., completing it, and sending it by **email to privacy@materia1a.it** or by registered mail to the Data Controller's headquarters.*

Kind regards,
The Data Controller

MATERIA PRIMA S.R.L.



CONSENT FORM FOR THE PROCESSING OF PERSONAL DATA FOR MARKETING PURPOSES

The Data Subject _____ (name and surname/company name) declares to have reviewed the Privacy Policy provided today by **MATERIA PRIMA S.R.L.** pursuant to Articles 12, 13, and 14 of EU Regulation 2016/679 and, with regard to the processing of personal data:

AUTHORIZES

DOES NOT AUTHORIZE

MATERIA PRIMA S.R.L. pursuant to Articles 6 and 8 of EU Regulation 2016/679 to process data related to their health status, health data, certificates, and medical documents necessary for the performance of the assigned task.

AUTHORIZES

DOES NOT AUTHORIZE

MATERIA PRIMA S.R.L. pursuant to Article 6 of EU Regulation 2016/679 to process data for direct marketing activities, commercial offers related to products and/or services, promotional activities and initiatives (e.g., events, invitations to industry fairs, etc.), research, and statistical analyses, using "traditional" or "automated" contact methods (newsletters, social networks, mailing lists).

The Data Subject _____ (name and surname/company name)

_____ (signature)



CONSENT TO THE PROCESSING OF PERSONAL AND SPECIAL DATA
pursuant to articles 6, 8, and 9 of the EU Regulation 2016/679

The undersigned _____, born _____ on _____, residing in _____ Via/Piazza _____ No. _____, in the capacity of representative of _____

DECLARES

to have received from MATERIA PRIMA S.R.L. (hereinafter "Data Controller"), Tax Code - VAT Number 03797550161, represented by its legal representative, Ms. Eugenia Giuliani, with registered office in Treviglio (Bg), Via Ernesto Baslini No. 2, and to have fully understood the privacy notice provided pursuant to Articles 12, 13, and 14 of EU Regulation 2016/679, regarding the processing of personal data, and

AUTHORIZES / DOES NOT AUTHORIZE

MATERIA PRIMA S.R.L., to acquire and use, directly or through third parties, photographs and/or videos depicting them, without limitations of mode, time, or place, both in Italy and abroad, with full rights to adaptation/modification and editing as necessary, including pursuant to Articles 10 and 320 of the Civil Code and Articles 96 and 97 of Law 22.4.1941, No. 633, Copyright Law, as well as authorizes the use, publication, and/or dissemination of such images and videos for advertising and promotional purposes, as well as the storage of the same in the archives of MATERIA PRIMA S.R.L. The undersigned, having noted the publication/use of the images concerning them in the manner described above, declares that they have no claims against MATERIA PRIMA S.R.L. for any damage to their name and/or image that may result from harmful use by third parties.

The right to use images, photographs, videos, and recordings as specified above is understood to be free of charge with express waiver of any and all claims in this regard.

AUTHORIZES / DOES NOT AUTHORIZE

MATERIA PRIMA S.R.L. to profile their personal data, as well as to transfer their data to related or affiliated companies (e.g., pharmaceutical companies and/or event sponsors) that perform activities functionally related to those of the Data Controller, for commercial, advertising, and marketing purposes.

Place and Date _____ Signature of Interested Party _____

Best regards,

MATERIA PRIMA S.R.L.