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INFORMATION FOR EMPLOYEES AND COLLABORATORS ON THE PROCESSING OF PERSONAL DATA AND DECLARATION OF CONSENT

In compliance with the provisions of the UE REG. 679/2016 in force since 5/25/2018, the company ELETTROMAR spa, VAT number 00641720537 with registered office in Follonica Via Archimede 186, email privacy@elettromar.it, pec elettromar@legalmail.it, DATA CONTROLLER, with the this information expressly means the information concerning the processing of personal data of its employees and collaborators carried out for the administration and personnel management ;

1. Data processed

The Company, with reference to the needs arising from the management and administration of the personnel and to the correct performance of the employment relationship both employee and autonomous, holds and / or processes the following documents and personal data relating to its personnel:

- general information (name, surname, date of birth, residence, marital status, family status, etc.);
- general information or other data relating to the spouse and life partners provided by the employee himself;
- data on corporate life (positions held, date of hiring, compensation, analysis of assigned times, time spent, attendance, matriculation number, company role, working hours, travel data, number of sick days, other activity data employment, income, etc.);
- tax and financial data (tax code, salary, indemnity premiums, etc.);
- health status data (medical certificates, suitability certificates, etc.);
- belonging to trade union organizations;
- data relating to pre-contractual information (curriculum vitae, military position, etc.);
- work book (if any);
- any other provided by the employee himself and deriving from assignments or distraint on salary;
- data deriving from the use of company equipment such as the IT network, telephone, etc .;
- data acquired in relation to the use of company assets, also used exclusively by the worker, such as, for example, traffic offenses committed using the company car, data relating to the use of company credit cards, etc;
- judicial data only if required by laws, qualifications, requirements for employment;
- photographic or videographic images collected during the making of company presentation films or photographic reports with promotional or informative purposes, provided they are not extraneous to the work context and after informing about the aims of the work;
- passport data and data necessary for visa issuance (work-visa, business-vis, visa) for business travel abroad.

2. Data origin

Data intake and updating are normally carried out by the employee himself, with the exception of data concerning company life which, obviously, originate from and for the Company.

3. Nature of Data – Sensitive and Judicial Data

Your personal, sensitive and judicial data concerning the performance of the employment relationship are the object of processing.

It is specified that the articles 9 and 10 of EU Reg. 679/2016, establish particular safeguards for data defined as "particular", ie data that reveal racial or ethnic origin, political opinions, religious or philosophical convictions, or trade union membership, as well as processing genetic data, biometric data intended to uniquely identify a natural person, data relating to health or sexual life or sexual orientation of the person (art. 9) and personal data relating to criminal convictions and crimes or related measures of security (art. 10).

Among the aforementioned data they are considered as such:

- a) data concerning the use of permits and religious holidays or particular canteen services as well as the demonstration of conscientious objection in the cases provided for by law;

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- b) membership in political parties, trade unions, associations or organizations, data concerning the exercise of public functions and political offices, or the organization of public initiatives, as well as data relating to activities or union assignments, or the deductions for the payment of union service fees or membership fees to political or trade union associations or organizations;
- c) the data collected in relation to illnesses, including occupational diseases, disability, infirmity, maternity and puerperium, to accidents at exposures, to risk factors, to mental and physical fitness to perform certain tasks or to belong to protected categories.
- d) the data contained in the criminal certificates, which the Company may request from the interested party, will be processed in compliance with the provisions of art. 27 of Legislative Decree 196/2003 and will not be communicated or disseminated but stored in the employee's personal data sheet.

4. Purposes and legal bases of the processing

The processing of the personal data referred to above is aimed solely at:

- a. To fulfill the obligations deriving from the work or collaboration contract, or by way as an example but not exhaustive: pay the wages and the related legal and / or contractual obligations; fulfill obligations relating to the employment contract and / or contracts with customers and suppliers; fulfill or demand the fulfillment of specific obligations or perform tasks required by law, regulations or collective agreements, including company agreements, or by EU legislation; employment relationship management and professional evaluation; qualification and retraining of employees, organization of training courses; guarantee personnel the widest and richest management of career plans and processes and professional growth; compliance with the instructions given by the Judicial Authority, the financial one, the social security institutions, and the welfare, even supplementary, and the insurance institutions; to assert or defend a right even by a third party, provided that, if the data are suitable for detecting the state of health, the right to be asserted is of equal or higher rank than that of the interested party; satisfy any requests of the employees themselves; management of company equipment, whether or not assigned for the exclusive use of the employee; safeguarding the life and physical safety of the person concerned; purposes related to the business activity.

With regard to the few data referring to the family of the person concerned, they are treated, only when necessary, for purposes related to the fulfillment of accounting and tax obligations relating to the normal practices relating to the employment relationship between the interested party and the Company itself .

- b. To fulfill the obligations foreseen by the law (executive actions on salary quotas, deductions, contributions, relationships with social security institutions, police stations, ministry of labor, supplementary insurance etc etc);
- c. To comply with the following legitimate interests of the employer:

c1. Treatment of workers' data on social networks with open profiles with legitimate aims and interests in compliance with the obligations deriving from the employment contract and only if there are no other tools to achieve the same purpose: (non-competition agreement - secrecy and know how respect ex art 2105 cc ..);

c2. Monitoring of the company's IT equipment: PCs, management systems, corporate e-mails, LANs, internet connections and all IT equipment, as work equipment, cannot be used for private purposes by staff during the service. Use for private purposes subtracts time (paid) to work performance and risks jeopardizing the IT security system and corporate assets and reputation. The control of the use of this equipment is also intended to protect the same employees in the face of discriminatory activities or damage due to failure to adopt security measures and prevent any illegal employees and collaborators. The company, via ADS, has access to IT tools. The company, via server, can monitor log access, and can have access to emails as to any activity recorded on the aforementioned work tools and for the exclusive purposes mentioned above. The use of the Internet for private purposes through the company LAN is tolerated only during work breaks and only for advisory purposes, without active participation in chats, databases and with absolute prohibition to download programs or upload documents. *This information is intended to inform employees of computer equipment that the PC may be subjected to checks and that in the event of sensitive data being intercepted, the lawfulness and correctness of the processing, relevance, completeness and non-surplus will be guaranteed of the data collected with respect to the deduced purposes and conservation for the time strictly necessary for the purpose.* In no case the company adopt remote control methods through devices such as monitoring mouse movements, using webcams or "screen capture" technologies, are considered illegitimate.

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c3. Mobile Device Management, only if necessary to satisfy the legitimate interest in improving production efficiency and data security

c4. Detection of the presence of workers, exclusively for the protection of company assets for company security and attendance management, subject to prior notification to personnel and separate separate information;

c5. Geolocation of company vehicles, subject to specific information on use and purpose;

c6. Transfer of employees' personal data to affiliated companies, end customers or principal, in order to comply with the contract, fulfill requests relating to the management of the OSH aspects (Legislative Decree 81/2008) legitimate requests or legal obligations and where necessary to protect the company against disputes and claims by third parties.

c7. Use of images and / or videos of collaborators while carrying out initiatives, services and events, for promotional purposes of the cooperative and dissemination on social networks and company website, with respect for the decorator's decorum and for free.

5. Processing methods

In relation to the stated purposes, your data is processed electronically and in paper form. The processing operations are carried out in such a way as to guarantee the logical, physical security and confidentiality of your personal data.

6. Scope of communication and dissemination of data

Your data may be disclosed to:

- corporate management ;
- employees of the human resources office and administration staff;
- resources to which the management / maintenance of IT systems is delegated - System administrators;
- other employees of the Company within the limits of the tasks received and as required by company procedures;
- limited to the personal data necessary for the management of the administrative aspects of the employment relationship and for the calculation / drafting of the pay slips, external company / consultant eventually appointed to carry out these services on our behalf, appointed for this purpose External Responsible;
- to other companies / consultants, appointed external Managers, who need to access certain data for auxiliary purposes of the employment relationship within the limits strictly necessary to perform the tasks entrusted to them such as: assistance in the performance or direct execution of tax / accounting obligations / assistance, management of information systems, financial services, staff training, organizational / management consulting;
- all subjects whose right of access to such data is recognized pursuant to regulatory measures always and only within the limits of what is actually necessary to carry out their functions;
- public administrations, for the performance of institutional functions, within the limits established by law and regulations;
- mandatory and optional social security funds (INPS, Inail, Ministerial Agencies, etc.);
- insurance companies and banks involved in the fulfillment of obligations arising from the employment contract;
- for the purposes of compliance with the Legislative Decree 9 April 2008, n. 81 (Consolidated Law on Health and Safety at Work), to the competent doctor, who has had the opportunity to know personally and who retains the title for all the processing of sensitive personal data that is necessary for him to carry out the tasks entrusted to him;
- possibly customers / suppliers in relation to contractual and / or legal obligations and / or for public relations purposes, which in some cases could be outside the European Union, limited to common data and therefore not to financial and income data;
- to the companies of the Elettromar group.

Data transfer outside the EU is excluded, with the exception of the personal data necessary for transfers and secondments outside of employees, also to the Elettromar group companies.

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7. Communication and updating of data

The disclosure and updating of your data is mandatory, as regards the performance of tax and social security obligations provided for by current laws and the fulfillment of the obligations deriving from current contractual regulations. Failure to comply with this obligation on the part of the data subject would make it impossible for the Company to recognize some of its rights and to carry out all the normal practices related to the employment relationship between the interested party and the Company itself.

8. Data retention.

The company will retain the data until the rights deriving from the employment relationship expire by law.

9. Consent of the interested party

Article. 24 and paragraph 4 letter. d) of the art. 26 of Legislative Decree 196/2003 and art. 9 letter b) of EU Reg. 679/2016 exclude from the obligation of acquiring consent all the functional treatments related to the management of the employment relationship, even when they concern generality or other data relating to life partners provided by the employee in compliance with regulations or standards of the State, including in matters of social security and assistance.

However, the Company requires a written consent, in the absence of which it would be complex or impossible to manage part of the treatments not directly connected to the administration of the employment relationship, but aimed at optimizing it, such as the processing of personal data carried out in relation to the concession in use of special equipment or the passage of private telephone calls from outside.

The Consent is necessarily required in relation to any transfers of personal data outside the European Community already mentioned above.

10. Data of the data controller

The Data Controller is the company Elettromar with headquarters in Follonica Via Archimede 186, VAT no.00641720537, pec: elettromar@legalmail.it, email privacy@elettromar.it , the Owner has designated the legal representative as the person responsible for responding to the requests of the interested parties .

In the cases indicated by the Law, you have the right to obtain from the holder the cancellation (right to oblivion), unless necessary, the limitation, updating, rectification, portability, opposition to the processing of personal data that you concern, as well as in general, can exercise all the rights provided for in Articles 15, 16, 17, 18, 19, 20, 21, 22 of the GDPR.

11. Rights of the interested party

EU Reg. 2016/679: Articles. 15, 16, 17, 18, 19, 20, 21, 22

1. The interested party has the right to obtain confirmation of the existence or not of personal data concerning him, even if not yet recorded, and their communication in intelligible form.
2. The interested party has the right to obtain the indication:
 - a) the origin of personal data;
 - b) the purposes and methods of processing;
 - c) the logic applied in the case of processing carried out with the aid of electronic instruments;
 - d) of the identification data concerning the data controller, data processors and the designated representative pursuant to Article 5, paragraph 2;
 - e) the subjects or categories of subjects to whom the personal data may be communicated or who can learn about them as appointed representative in the State, managers or appointees.
3. The interested party has the right to obtain :

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- a) updating, rectification or, when interested, integration of data;
 - b) the deletion, transformation into anonymous form or blocking of data processed in violation of the law, including data which does not need to be kept for the purposes for which the data was collected or subsequently processed;
 - c) certification that the operations referred to in letters a) and b) have been brought to the attention, also with regard to their content, of those to whom the data have been communicated or disseminated, except in the case where fulfillment proves impossible or involves the use of means manifestly disproportionate with respect to the protected right;
 - d) data portability.
4. The interested party has the right to object, in whole or in part :
- a) for legitimate reasons to the processing of personal data concerning him, even if pertinent to the purpose of the collection;
 - b) to the processing of personal data concerning him for the purpose of sending advertising materials or direct sales or for carrying out market research or commercial communication.

If you wish to have more information on the processing of your personal data, or to exercise the rights referred to in point 11 above, you can send a registered letter to the following address: ELETTRIMAR spa, Via Archimede, 186, 58022 Follonica (GR); pec elettromar@legalmail.it

Before you can provide, or change any information, you may need to verify your identity and answer some questions. An answer will be provided as soon as possible

Date.: _____

ELETTRIMAR spa

CONSENT TO THE TREATMENT OF PERSONAL DATA

The undersigned

He declares that he has read, understood and agreed what was set forth in the aforementioned information on the processing of my personal data by the owner and expresses his consent for all the treatments, including sensitive and health described therein only for the purposes connected and expressly stated. He also declares to give his consent to the treatments referred to in art. 9.

I AGREE I DO NOT AGREE

I AGREE WITH LIMITATION A : (only for non-mandatory treatments and as long as the legitimate interest of the company does not prevail):

He also declares that he will also communicate the contents of this information to his family / cohabitants of age of which he has communicated or will communicate the data for the sole purpose of placing the Company in a position to comply with its contractual obligations and the related legal provisions.

Furthermore, in signing this, he declares that he is aware that any personal data that he will have in his capacity as data processor in the performance of his work tasks is protected by confidentiality and cannot be copied, used, disclosed to third parties without authorization of the owner himself and that at the end of the relationship no data can be stored.

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| date | | signature | |
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