



Privacy notice for Prospective Customers

Who are we and how do we use your personal data?

Microelettrica Scientifica S.p.A., with registered office in (20090) Buccinasco (MI), Via Lucania, 2/4/6, hereinafter Controller, protects the confidentiality of your personal data and ensures they are protected against any event that might expose them to the risk of breach.

To this end, the Controller implements policies and practices that pay attention to the collection and use of personal data and to the exercise of your rights granted by the applicable regulation. The Controller updates the policies and practices adopted thereby to protect personal data whenever necessary and in any event in case of regulatory and organisational changes that may impact the processing of your personal data.

How does the Controller, Microelettrica Scientifica S.p.A., collect and process your data?

The Controller collects and/or receives data concerning you, such as your: name, surname, physical address and email, landline and/or mobile phone number and accounting data. These data are required by the Controller to pursue instrumental activities, to manage and answer your requests and to pursue purposes which include, but not only: the acquisition of preliminary information for contract conclusion, the performance of a service or of one or more operations being negotiated with the Controller.

Your personal data are communicated primarily to third parties and/or recipients whose activity is necessary for the proper management of your request. Any communication that does not fulfil these purposes will be subject to your consent.

The Controller does not transfer your personal data abroad. Your personal data will not be disclosed or divulged to unspecified and unidentifiable subjects or third parties.

Your personal data will be processed:

1) to manage your request for information on products and/or services offered by the Controller

your data will be processed to provide you with information or documents that describe the product or service the subject of your request, to send you a quote, to contact you to agree on prices, delivery methods, any additional products or services, and to acquire preliminary information for contract conclusion, and to record and file your personal data.

Your personal data are collected also from third parties including, but not only:

- other controllers, e.g. companies of the group which the Controller belongs to;
- sales agents, representatives and sellers.

The personal data processed by the Controller for these purposes include your:

- name, surname, physical address and email, landline and/or mobile phone number and accounting data.

2) for their communication to third parties and recipients

Your data will not be communicated to third parties/recipients for their autonomous purposes unless:

- 1) you consent thereto;
- 2) they are communicated to the companies of the group which the Controller belongs to, for administrative purposes; the network of sales agents, representatives and sellers used by the Controller for its commercial business and for product distribution; data processing and IT service providers (e.g. web hosting, data entry, IT infrastructure and service management and maintenance, etc.).

The personal data processed by the Controller for these purposes include your:

- name, surname, physical address and email, landline and/or mobile phone number.

3) for IT security purposes

The Controller processes, acting also through its suppliers (third parties and/or recipients), your personal data, including IT data (e.g. logical accesses) or traffic data collected or obtained in case of services illustrated on the Controller's website, to the extent strictly necessary and proportionate for the purposes of ensuring the security of a network or of the servers connected thereto to resist, at a given level of confidence, accidental events or unlawful or malicious actions that compromise the availability, authenticity, integrity and confidentiality of stored or transmitted personal data.

For these purposes, the Controller puts in place procedures for the management of data breaches.

What happens if you refuse to supply your data?

If you refuse to supply your personal data, the Controller will be unable to pursue the activities connected to the management of your request or the obligations deriving therefrom.

The Controller intends to pursue given processing operations for specific legitimate interests that do not prejudice your right to confidentiality, such as those that:

- prevent IT incidents and allow for the notification of data breaches to the supervisory authority or to users, if necessary;
- allow for the communication of personal data to companies of the group which the Controller belongs to for administrative purposes;
- allow for communications to third parties/recipients for activities connected with the management of your request for information, the management of quotes, the management of marketing activities (where you have consented thereto) and the conclusion of a contract, if any, with you.

How are your data stored and for how long?

Your personal data are processed by using electronic and manual tools that are made available to subjects acting under the Controller's authority and duly authorised and trained to this end. Paper-based and especially electronic filing systems where your data are filed and stored are protected by adopting effective and adequate security measures to prevent the data breaches assessed by the Controller. The Controller regularly and constantly checks the measures adopted thereby, especially the electronic and telematic tools used to ensure the confidentiality of all personal data processed, stored and filed thereby, especially in case of special categories of data.

Personal data are kept for the time necessary to manage your request, subject to the conclusion of a specific contract of sale. In case of data used for marketing purposes (direct marketing, market research and surveys), which you have consented to, you can always object to their processing and/or withdraw your consent.

All computer filing systems are located within the EU (and EEA) and their connection to or interaction with databases located abroad is not envisaged.

How

Data are processed by specifically authorised and trained internal staff, using paper supports or computer procedures. These staff members are authorised to access your personal data to the extent and limit for which such access is necessary to pursue processing operations concerning them.

The Controller regularly checks the tools used to process your data and the security measures provided therefor, which are constantly updated; the Controller makes sure, also through the subjects authorised to process your data, that only personal data whose processing is necessary are collected, processed, filed or stored; the Controller checks that data are kept ensuring their integrity and authenticity and their use for the purposes of actual processing operations.

Where

Data are stored in paper-based, computer and telematic filing systems located within the European Economic Area, taking adequate security measures.

For how long

The personal data processed by the Controller are stored for the time necessary to manage your request and to pursue the activities connected with the sending of information requested by yourself, and in any case for two years from your first contact, subject to the conclusion of a contract with the Controller.



In any case, you may object at any time to processing based on legitimate interests on grounds relating to your particular situation.

What are your rights?

In essence, you may enforce the following rights at any time, at no cost and with no charges or special formalities:

- you may obtain confirmation of processing by the Controller;
- you may access your personal data and have information on the source from which your data originate (when data are not obtained from you directly), on the purposes of processing, the details of their recipients, the period for which your data will be stored or the criteria used to determine that period;
- you may withdraw your consent any time, where this is the basis of processing. The withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal;
- you may update or rectify your personal data so that they are always exact and accurate;
- you may erase your personal data from any data banks and/or filing systems, including backup systems, of the Controller where, *inter alia*, they are no longer necessary for the purposes of processing or where this is presumed to be unlawful, provided the conditions required by law are met; and provided processing is not justified on other equally legitimate grounds;
- you may restrict processing of your personal data in specific circumstances, for example where you have contested their accuracy, for a period enabling the Controller to verify the accuracy of such personal data. You will be informed, in reasonable time, also of termination of the period of suspension or when the cause for the restriction of processing no longer applies, and thus the restriction is lifted;
- you may obtain your personal data, where received and/or otherwise processed by the Controller with your consent and/or where their processing is based on a contract and with automated means, in electronic format in order also to send them to another controller.

The Controller will provide therefor without delay and in any case no later than one month from receipt of your request. This term may be extended to two months, where necessary, taking account of the complexity and number of requests received by the Controller. In these cases, the Controller will inform you and will give you reasons for the extension, within one month from receipt of your request.

To obtain further information or to send your request, please contact the Controller at privacy@microelettrica.com.

How and when can you object to the processing of your personal data?

You may object at any time to the processing of your personal data on grounds relating to your particular situation if such processing is based on legitimate interests or is intended for marketing purposes (direct marketing, market research and surveys), by sending your request to the Controller at privacy@microelettrica.com.

You are entitled to obtain the erasure of your personal data where there are no overriding legitimate grounds for the processing compared to the grounds of your request and in any case where you object to processing for marketing purposes (direct marketing, market research and surveys).

Who can you lodge a complaint with?

Without prejudice to any other action before administrative or judicial authorities, you may lodge a complaint with the competent supervisory authority or the authority that performs its duties and enforces its powers in Italy where you are habitually resident or work or, if different, in the Member State where Regulation (EU) 2016/679 was breached.

You will be promptly informed of any update to this privacy notice, using appropriate methods, and the same will be done if the Controller processes your data for additional purposes to those set out herein; in the latter case, you will be notified prior to such processing and reasonably in advance to enable you to give your consent, where necessary.