

Codice Fiscale/P.IVA/Registro Imprese
di Lecco 00779230135
V.A.T. IT 00779230135
R.E.A. Lecco N. 164536
Mecc. N. LC 001662



O.D.L. s.r.l.

Capitale Sociale EURO 180.000 int. Versato
Sede e Stabilimento: 23827 LIERNA (Lecco) – Via Ciserino, 4/A – Tel. (0341) 710150 – Telefax (0341) 740507
Uffici commerciali: Tel. (0341) 742006 – Telefax (0341) 742017 – INTERNET: www.odl.it – E-mail: odl@odl.it
Uffici amministrativi: 20129 MILANO – Via Mameli, 31 – Tel. (02) 718584 – Telefax (02) 717629

Re : Consent in accordance with article 13, Italian Law decree N° 196/2003

Messrs. Customer/Supplier

Dear Sirs,

We would like to inform you that the Italian Law decree N° 196 dated June 30th 2003 ("Code Regulating the Protection of Personal Data") focuses on the protection of people and other legal bodies relating to the treatment of personal data. According to the above mentioned law, this treatment will be based on principles of correctness, lawfulness, openness and protection of your privacy and your legal rights as well.

So, according to article 13 of the Law decree N° 196/2003, we are providing the following information concerning the handling¹ of your personal data² which will be carried out by our firm.

Fields: Your personal data will be used:

- a) to carry out the legal requirements connected with the civil, fiscal and accounting laws;
- b) to carry out the operations strictly connected to the setting up and handling of contracts and services between us.

Method: the treatment of your data will be managed personally (e.g. on paper) and/or using electronic methods, so as to guarantee the security and privacy of the data within the limits and conditions specified by article 11 of the Law decree 196/03.

Nature of the provision: the provision of your data for the handling specified under fields a) and b) is at your discretion; but without those data it will not be possible to start new contractual obligations or continue with the existing ones.

Communication and circulation of the data entrusted to us: For the above mentioned purposes, your data may be communicated:

- to public authorities and administrations to fulfil legal obligations,
- to other parties taking part in the company's process (such as banks, insurance companies, postal services, forwarding agents and external parties carrying out specific tasks on behalf of the Company O.D.L. S.r.l.; such parties act as agents in their own right.

Moreover, other parties may get to know your data because they have been appointed as representatives or because they have been entrusted with the handling of your data:

- employees of the company O.D.L. S.r.l. and of other connected companies (such as employees of the managing director's office, of the administration, of the other offices dealing with sales, purchases, planning, production, quality control and in the technical department),
- external parties who have been appointed by O.D.L. S.r.l. to carry out specific tasks and who, in order to perform their activity, have been given responsibility for the handling of the data (such as sales agents, consultants of different kinds, technicians working on our computer network).

Apart from the above mentioned uses, the data supplied will not be used for communication or publication nor transferred abroad. Finally, they will be filed for a limited period of time, no longer than strictly necessary for the purposes for which they had been collected and handled.

Your rights: At any time, according to article 7 of the Law decree n. 196/2003, which we are attaching in full for your convenience, you may exercise your rights on those who are responsible for the handling of the data.

Responsibility: O.D.L. S.r.l., Via Ciserino 4/A, 23827 Lierna (LC), is responsible for the handling of your personal data

Any communication of yours and/or request must be addressed to O.D.L. at the above mentioned address.

Yours faithfully,

O.D.L. S.r.l.

¹ By *handling* we mean any action or group of actions, also performed without the aid of electronic devices, related to the collection, registration, organisation, storing, consulting, processing, modification, selection, withdrawal, comparison, use, data connection, blockage, communication, publication, cancellation and destruction of the data, even if not filed in a database.

² By *personal data* we mean any information relating to a physical person, a legal person, body or association, identified or identifiable, even indirectly, by reference to any other information, including personal identification number.

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Article 7 Law decree N° 196/03 – *right of access to personal data and other rights*

1. The interested party has the right to know whether there are personal data which concern them, even if not yet registered, and receive clear communication of the above.
2. The interested party has the right to receive indications about:
 - a) the origin of the personal data;
 - b) the purposes for and conditions in which said data is to be handled;
 - c) the rules applied in the case of personal data handled by computer;
 - d) the identity of the holder, of the employee in charge, of the people appointed on his behalf under the terms of article 5, subsection 2;
 - e) the parties and groups of parties to which the personal data may be communicated or which may receive such information while acting as designated representative for the territory of the State or as other appointees.
3. The interested party has the right to:
 - a) update, modify or, if so desired, integrate the data;
 - b) cancel, transform into anonymous format or block data handled in violation of the law, including those which are not to be kept in relation to the purposes for which they have been collected or subsequently handled;
 - c) receive confirmation that the procedures under letters a) and b) have been brought to the attention of the bodies or persons to whom such data had been communicated or transmitted, also in relation to their content, except in the case in which such communication proves impossible or involves means that are clearly disproportionate to the right protected.
4. The interested party has the right, wholly or in part:
 - a) to oppose, for any legitimate reason, the handling of their personal data, even if the data are related to the purposes of their collection;
 - b) to oppose the handling or transmission of their personal data for advertising or direct sales or for market research or commercial communications.