

"PRIVACY & COOKIES POLICY" OF THE WEBSITE

<https://www.tecmea.it>

Notice provided by TECMEA SRL, pursuant to and for the purposes of Article 13 of EU Reg. 679/2016

1. PREAMBLE

In compliance with EU Reg. 679/2016, we hereby provide the necessary information regarding the purposes and methods of processing personal data to those who consult the pages of the company's website

TECMEA S.R.L.

Registered Office - Modena (Mo), Via Raimondo Dalla Costa n. 480

VAT No. – Tax Code No. 01520300367

Economic and Administrative No. MO – 221821

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Email: privacy@tecmea.it

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Website: www.tecmea.it/

as "data controller". This notice is to be considered valid only for this website (<https://www.tecmea.it/>) and, not for other websites that may be consulted through links published on this site; on such third-party sites, the data controller is not to be considered in any way responsible.

2. TYPES OF DATA PROCESSED

Navigation data

With regard only to the technical aspects and protocols, we would like to inform you that:

- The computer systems and software procedures used to operate this website may acquire, during their normal operation, some personal data whose transmission is implicit in the use of Internet communication protocols.
- This information is not collected to be associated with identified data subjects, but by its very nature could, through processing and association with data held by third parties, allow Users to be identified.
- This category of data includes IP addresses or domain names of the computers used by Users who connect to the site, the URI (Uniform Resource Identifier) addresses of the requested resources, the time of the request, the method used to submit the request to the server, the size of the file obtained in response, the numerical code indicating the status of the response given by the server (successful, error, etc.) and other parameters relating to the Operating System and the User's computer environment.
- These data can be used to ascertain any liability, in case of hypothetical computer crimes against the site.

Cookies and other tracking tools

Cookies are small text files that are sent from the visited website on the User's device (usually to the browser), where they are stored so that they can recognize that device on the next visit. At each subsequent visit, in fact, cookies are sent back to the site from the User's device. Each cookie generally contains: the name of the server from which the cookie was sent, the expiration date and a value, usually a unique number randomly generated by the computer. The server of the website that transfers the cookie uses this number to recognize the User when he returns to visit a site or navigates from one page to another. Cookies can be installed not only by the same operator of the site visited by the user (first-party cookies), but also by a different site that installs cookies through the first site (third-party cookies) and is able to recognize them. This happens because on the visited site there may be elements (images, maps, sounds, links to web pages of other domains, etc.) that reside on servers other than that of the site visited.

In general, cookies are classified into different types based on:

- Duration:
 - session cookie (temporary) automatically deleted when the browser is closed.
 - persistent cookie active until its expiration date or its cancellation by the user.
- Origin:
 - first-party cookies sent to the browser directly from the site you are visiting.
 - third-party cookies sent to your browser from other sites and not from the site you are visiting.
- Purpose
 - technical cookie

- navigation/essential/performance/process or security cookie contributes to the operation of the site, for example it gives the possibility to navigate between pages or access protected areas. If it is blocked, the site cannot function properly.
- functionality/preferences/location/session status cookie allows you to store information that changes the behavior or appearance of the site (preferred language, size of texts and characters, geographical area in which you are located). If it is blocked, the experience is less functional but not compromised.
- statistical/analytic cookie: a) first-party cookie or b) third-party cookie with IP masking, without data crossing (similar to the technical cookie for purposes), it is used to collect information and generate website usage statistics to understand how visitors interact.
- non-technical cookies
- third-party statistical/analytic cookies without IP masking, with data crossing, serve to collect information, generate usage statistics, with possible identification and tracking of the website user, in order to understand how visitors interact.
- profiling/advertising /tracking or conversion cookies for the selection of advertising based on what is relevant to a user (personalized ads). Profiling cookies are aimed at creating profiles relating to the user and are used in order to send advertising messages in line with the preferences expressed by the same user in the context of surfing the net.

TECMEA SRL, has implemented the obligations provided for by the Provision of the Data Protection Authority, the Identification of the simplified procedures for the notice and the acquisition of consent for the use of cookies – 8 May 2014 (*Published in the Official Gazette no. 126 of 3 June 2014*), as well as by the subsequent interventions of the Supervisory Authority on the topic of "cookies" (in particular, the *Cookie and Other Tracking Tools Guidelines – 10 June 2021*). Below is all the information on the cookies installed through this site, and the necessary information on how to manage the preferences of Users regarding them. **TECMEA SRL** wishes to inform Users that its website (<https://www.tecmea.it/>) may use the following types of cookies:

- **First-party and/or third-party technical cookies**

These cookies are necessary for the proper functioning of our website: these are cookies that are used to navigate or provide a service requested by the User; they are not used for other purposes and are installed directly by the data controller. Without the use of these cookies, some operations could not be performed or would be more complex and/or less secure. These cookies cannot be disabled using the functions of this website, but can be deactivated through the settings of your browser at any time (in the manner indicated below). Their deactivation could preclude the optimal use of some areas of the site.

- **Google Maps Widget**

The Google Maps Widget provides customizable interactive maps that are included within the web pages of sites that use this service. The site <https://www.tecmea.it/> incorporates the Google Maps Widget to allow the user to view the map location of TECMEA SRL headquarters. This service does not involve the installation of cookies by Google (third party) and no information is shared by the site <https://www.tecmea.it/>, in which the Widget is embedded. More information can be found on <https://www.google.it/intl/it/policies/privacy/>

Therefore, the website currently uses only technical (profiling cookies, analytical cookies or other tracking tools are NOT used).

In general, beyond the type of cookies used by this website, we wish to inform Users that, in addition to the protections provided for by current legislation, there are possible options for browsing without cookies, such as:

- Block third-party cookies: third-party *cookies* are generally not essential for browsing, so you can refuse them by *default*, through special functions of your Browser-Program
- Enable the *Do Not Track option*: The *Do Not Track* option is present in most of the latest generation browsers. Websites designed to comply with this option, when it is activated, should automatically stop collecting some browsing data. As mentioned, however, not all websites are set up to respect this (discretionary) option.
- Activate the "anonymous browsing" mode: through this function it is possible to navigate without leaving a trace of navigation data in the browser. The sites will not remember the User, the pages that are visited will not be stored in the history and the new cookies will be deleted. The anonymous browsing function does not guarantee anonymity on the Internet, because it only serves not to keep browsing data in the browser, while instead your browsing data will continue to remain available to website managers and connectivity providers.
- Delete cookies directly: there are special functions to do this in all browsers. It should be noted, however, that with each connection to the Internet new cookies are downloaded, so the cancellation operation should be performed periodically. If desired, some browsers offer automated systems for the periodic deletion of cookies.

For any further information on the topic of the so-called "cookies", it is advisable to consult the following link: <http://www.garanteprivacy.it/cookie>. In addition, to learn how to restrict, block and/or remove cookies set on your device, we recommend that you visit the following link: <http://www.aboutcookies.org>. As mentioned above, the User can also manage their cookie preferences through their browser.

If you want to know the type and version of browser you are using, we recommend that you click on "Help" in the browser window at the top, from where you will be able to access all the necessary information.

Data provided voluntarily by the User.

Following consultation of this site, the data controller may process data relating to identified or identifiable persons. In particular, it should be noted that this processing may take place in relation to personal data freely provided by Users who fill in specific data collection forms on the site and/or send their own information to the data controller through the contact details on the website (<https://www.tecmea.it/>) such as, for example, corporate e-mail addresses (the optional, explicit and voluntary sending of e-mails to the addresses indicated on this site involves the subsequent acquisition of the sender's address, necessary for the purpose of responding to requests, as well as any other personal data included in the message). Specific detailed information on the processing of data, provided pursuant to art. 13 of EU Reg. 679/2016, are reported, from time to time, on the pages where there are forms for visitor data collection. This information is aimed at defining the limits, purposes and methods of processing each data collection form and, each visitor can freely express, when necessary, their consent and authorize the collection of data and subsequent use. It should be noted that, in no section of the site, nor for access to any functionality of the site, the provision of "special categories of personal data" and/or "personal data relating to criminal convictions and crimes" is requested, as defined by art. 9 and 10 of EU Reg. 679/2016: if the User spontaneously sends the data controller information of the aforementioned type, the data controller will process such data in compliance with current legislation on the protection of personal data (EU Reg. 679/2016) and, only within the limits of what is strictly necessary in relation to the requests expressed by the User concerned. In general, with regard to the data provided voluntarily by the User, we wish to inform Users that EU Reg. 679/2016 (and Legislative Decree 196/2003 and subsequent amendments and supplements, only as far as compliant with EU Reg. 679/2016) provide for the protection of individuals with regard to the processing of personal data. According to this legislation, this processing will be based on principles of correctness, lawfulness and transparency, protecting your privacy and your rights.

Pursuant to the aforementioned article 13 of EU Reg. 679/2016, we therefore provide you with the following information:

- a) The processing that the Data Controller may carry out, will be performed through an automated process and/or paper methods.
- b) The User is free to provide their information by sending it to the data controller through the contact details on the website (<https://www.tecmea.it/>) and/or by filling in specific information collection forms on the site; in the latter case, failure to provide some data may, depending on the case, make it impossible to carry out the activities requested by the User (for example, see "mandatory fields", within the information collection forms).
- c) Personal data will be processed by subjects specifically appointed by the data controller as data processors (if appointed) and/or by anyone acting under their authority and/or under that of the data controller and who has access to personal data (Administrators/partners/workers/collaborators of the data controller); these subjects will process Your data only if necessary in relation to the purposes of the provision and only in the context of the performance of the tasks assigned to them by the data controller, committing themselves to process only the data necessary for the performance of these tasks and to perform only the operations necessary for the performance of the same tasks.
- d) In addition, personal data may be disclosed to any third parties, only if this is strictly necessary and strictly functional to provide specific services or information requested by the User. The data communications described above are strictly connected to the normal business operations in the context of the management of the relationship and are strictly necessary for the purposes for which the data were provided. Your personal data will not be disseminated.
- e) The data controller does not currently intend to transfer personal data to a third country or an international organization. If the data controller proceeds with a possible transfer abroad of the data, this transfer will take place exclusively in compliance with the provisions of "CHAPTER V - Transfers of personal data to third countries or international organizations" of EU Reg. 679/2016.
- f) The data will be kept for the time necessary to achieve the purposes for which the data were provided; The data will be kept in a form that allows the identification of the data subject for a period of time not exceeding the time necessary for the purposes for which they were collected or subsequently processed, after which, they will be deleted, except for their transformation into anonymous form.
- g) The personal data provided will not be processed in order to carry out an automated decision-making process.
- h) In the event that the personal data provided must be processed for purposes other than those indicated above, the Data Controller will provide you with information regarding this different purpose and any further relevant information.
- i) The processing of data will take place using methods and tools suitable to guarantee their security (articles 24, 25 and 32 of EU Reg. 679/2016) and will be carried out through an automated process and through non-automated means (paper archives), to which technical and organizational measures will be applied to guarantee a level of security appropriate to the risk, so as to ensure on a permanent basis, their confidentiality, integrity, availability and resilience of processing systems and services.
- j) We inform you that the processing of data will be based, depending on the case, on specific legal bases provided for by EU Reg. 679/2016 (each information document published on the website will contain the specific legal bases of each data processing carried out). In general, each User is free to provide their information by sending it to the data controller through the contact details on the website (<https://www.tecmea.it/>) and/or by filling in specific data collection forms

on the site; in the latter case, failure to provide some data could, depending on the case, make it impossible to carry out the activities requested by the User (in particular, see "mandatory fields", within the information collection forms).

k) The data controller is:

TECMEA S.R.L.

registered office - Modena (Mo), Via Raimondo Dalla Costa n. 480

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Fax: +39 059/280252

Email: privacy@tecmea.it

Certified e-mail tecmea@pec.tecmea.it

Website www.tecmea.it/

The data controller does not currently process data falling within the obligation to designate a "Data Protection Officer", as detailed in Articles 37-38-39 and Recital 97 of EU Regulation 2016/679.

l) The Data Controller also informs that:

- the data subject has the right to ask the Data Controller for access to their personal data and their correction or cancellation or the restriction of the processing that concerns the same data subject or to oppose their processing in addition to the right to data portability (art. 15, art. 16, art. 17, art. 18, art. 20 EU Reg. 679/2016); by exercising the right of access, the data subject has the right to obtain from the data controller confirmation that their personal data are being processed, while the exercise of the right to portability allows the data subject to obtain from the data controller their personal data in a structured, commonly used and readable format or the transfer of such data from the original data controller to another one (see WP 242 of 13 December 2016);
- the data subject has the right, in the event that the processing is based on Article 6, paragraph 1, letter a) or on Article 9, paragraph 2, letter a), to withdraw the consent at any time without prejudice to the lawfulness of the processing based on the consent given before the revocation;
- if the data subject considers that the processing of personal data, carried out by the data controller, takes place in violation of the provisions of EU Reg. 679/2016, the data subject has the right to lodge a complaint with the supervisory authority in charge, as provided for in Article 77 of EU Reg. 679/2016, or to take appropriate legal action (Article 79 of EU Reg. 679/2016).
- the data subject has the right to become aware, by the Data Controller, who must do so without justified delay, of a personal data breach likely to present a high risk to the rights and freedoms of natural persons (Art. 34 EU REG. 679/2016).

The full text of the articles of EU REG. 679/2016 relating to your rights (articles 15 to 23 and following) can be consulted at the following link on the website of the Data Protection Authority:

- <https://www.garanteprivacy.it/regolamentoue>

or, alternatively, they will be provided by the Data Controller at Your simple request.

The data subject may at any time exercise the rights provided for by current legislation on the protection of personal data by contacting the data controller at the addresses previously indicated.

3. CHANGES TO THE "PRIVACY & COOKIES POLICY" DOCUMENT

The data controller reserves the right to make changes to this Privacy & Cookies Policy, at any time, giving notice to Users on this page. We therefore advise Users to frequently consult this page, taking as a reference the date of last modification indicated at the bottom. In the event of any updates or changes to this document, Users will be placed in a position to understand and evaluate the changes made, if necessary, by comparing the different versions of the information that may have followed one another over time. In the event of non-acceptance of the changes made to this privacy policy, the User is required to cease using this website and, to request the data controller to delete their personal data by sending a specific communication to the addresses previously indicated. Unless otherwise specified, this Privacy & Cookies Policy will continue to apply to personal data collected up to that time. If you have any questions, comments and requests regarding this privacy policy, please contact us at the following addresses:

Fax: +39 059/280252 - Email: privacy@tecmea.it - Certified e-mail tecmea@pec.tecmea.it

In any case, we invite Users to report any difficulties encountered in viewing this Privacy & Cookies Policy, in order to be able, if necessary, to prepare alternative methods of information.

Date the document was last modified
Modena (MO), 10 Settembre 2022