

### **Mazzeschi Srl's Customer Privacy Policy**

This document contains important information regarding your privacy rights regarding the disclosure to our firm of personal information, as defined by the Italy Privacy Code. Any questions regarding your privacy rights may be directed to Mazzeschi Srl, via Pieve in Piano 105, 53034 Colle val d'Elsa, Siena, att.n Customer Relations Manager.

The Privacy Code requires our company to inform any customer of the following matters:

1. Privacy Rights. Your privacy, including the ability to limit disclosure of certain information to third parties, is addressed by the Privacy Code (Legislative Decree n. 196 of June 30, 2003) and any subsequent amendments. You have a right to know Mazzeschi's policy regarding the collection, retention and use of personally identifiable information. You also have the right to inspect certain of our records that contain information about you and to correct any error in our information. If you wish to inspect our records, please contact us during regular business hours, to set up an appointment.

2. Information Collection and Use. We will collect and use only personally identifiable information necessary for the provision of our services. In order to provide reliable, high-quality service and maintain adequate records, we keep regular business records that may include the following personal information about you: your name, address(es), date and place of birth, job position and date of hiring, marital status, telephone number(s), driver's license or state-issued identification number, and any other information which, from time to time, can be required by Public Offices for the purpose of processing your application. We will use this information only to process your applications filed with Public Offices. Any other use whatsoever must be previously authorized by you in writing.

We will use all reasonable precautions, as provided for by the Privacy Code, to prevent unauthorized access to this information. However, we cannot guarantee that these practices will prevent every unauthorized attempt to access, use or disclose personally identifiable information.

3. Information Disclosure. We will use and disclose your personally identifiable information only to Public Offices and only in adherence to their requests and for the purpose of finalizing and completing your applications (as provides in the scope of services for which we have been appointed)

4. Information Retention and destruction. Information shall be stored in compliance with the provisions of Italian Privacy Code and the necessary and adequate security measures shall be implemented to protect any data. Unless (i) there is a legitimate request or order to inspect the information still outstanding; or (ii) there is specific authorization by the customer in case the information can be necessary for obtaining the extension or prolongation of any permits; we will destroy all customer information within 1 year from the closure of the file. The information shall be destroyed in compliance with the provisions of the Italian Privacy Code.

5. Information access. Any customers shall be entitled to access the personal information, request modification and updates and that any information is deleted. Any such request must be addressed in writing to the company's Customer Relation manager Mazzeschi Srl, via Pieve in Piano 105, 53034 Colle val d'Elsa, Siena.

I hereby authorize your firm to treat the personal information disclosed, for the purpose of processing my applications, in compliance with the above Policy and with applicable rules of the Italian Privacy Code.

Date, \_\_\_\_\_

Signature, \_\_\_\_\_