## **Privacy Policy**

Dear User,

This page provides you with information on how to manage your personal data through our website. We provide this information not only to comply with legal obligations regarding personal data protection provided in Regulation (EU) 2016/679 (hereinafter, "Regulations"), but also because we firmly consider personal data protection as a fundamental value of our business activity. This way, we shall provide you with any information that may help you protect your privacy and control the processing during your browsing experience on our site.

#### **Data Controller and Data Protection Officer**

The Data Controller, that is, the legal person who decides how and for what purpose personal data is collected and used, is TeamSystem S.p.A. (hereinafter, "TeamSystem") based in Pesaro, Via Sandro Pertini, 88. The Data Controller has nominated a Data Protection Manager, who is the person in charge of monitoring compliance with the Rules and who can be contacted at the address <a href="mailto:privacy@teamsystem.com">privacy@teamsystem.com</a>, or by directing the communication to:

TeamSystem S.p.A. Via Sandro Pertini 88 61122 - Pesaro

Tel: 0721/42661

c.a.: Responsabile della Protezione dei Dati

In contacting us, you must ensure that your name, email / postal address and/or telephone number (s) are inclued, to make sure that the communication can be properly managed.

#### Information on personal data processing

When you visit, consult or use the services available on this site, the following personal data may be processed (i.e., personal information concerning identified or identifiable people might be collected). For each data type, you will find information concerning purpose of processing, mandatory nature or otherwise, methods and location of data processing, legal basis for processing, as well as recipients of data and the relative retention period.



Name, surname, user-name, TeamSystem ID

| Data Data Mandatory Processing or Voluntary Purposes Nature processing | Legal basis<br>for<br>processing | Recipients of data | Data<br>Retention<br>Period |  |
|--|----------------------------------|--------------------|-----------------------------|--|
|--|----------------------------------|--------------------|-----------------------------|--|

 Required for Account registration. account Provision of creation. the service • Required for requested by the execution of the requested you (e.g. registration service. to webinars Except for the newsletters, case where data is quotations). Together necessary for with any other purposes, contact the release of information data for (see below) sending and with promotional messages on your products and consent, sending services of promotional TeamSystem messages on and, possibly, TeamSystem other products and companies of the group, or services for profiling and, possibly, activities is other optional, and may be companies in the group, omitted. With your consent, together with the additional information below, activities of profiling and analysis on the browsing experience for marketing and

promotional purposes.

related to the web services of this website take place at the premises of the Owner. Personal data are mainly processed with automated tools. Specific safety measures are taken to prevent data loss, illicit or incorrect uses and unauthorised accesses.

The treatments Regarding • Data may be disclosed Personal data the purposes to other companies of related to the TeamSystem account group, which act as management data processors, for the necessary to technical management and the execution of of the account and the the site. requested • In addition, in case of service, your consent to data processing for data are processed on marketing purposes, the basis of and any profiling, data the need to may also be processed execute your by marketing agencies, request. market research or Regarding other companies of the the purposes TeamSystem Group, as retention for of sending data controllers, for promotional purposes related to messages management and and/or for sending newsletters, profiling business information • via email, direct sales, purposes, data are market research or processed other promotional only if you activities and for profile and/or have given analysis. your specific

are processed for the time that is strictly attain the purposes for which they have been collected (i.e., for the duration of the relationship with the customer, and the civil, fiscal and accounting purposes). In case of data processing for marketing profiling purposes, data are kept until the consent is revoked, or within the maximum terms permitted by law.

information for billing and payment details (VAT number, credit card number, social security number, address, and where appropriate, company name)

consent.

| Data       | Data Mandatory | Methods and location | Legal      |                    | Data      |
|------------|----------------|----------------------|------------|--------------------|-----------|
| Processing | or Voluntary   | of data              | basis for  | Recipients of data | Retention |
| Purposes   | Nature         | processing           | processing |                    | Period    |

Personal data Your data s Data may be disclosed to other Personal Tax and Required for companies of the TeamSystem accounting purchase data are are mainly processed on the basis group, which act as data management completion and processed processed of supply of the processors, for the technical of the need with for the transactions. requested management of the account automated to execute time that is service/product and the site. Provision of tools. Specific the strictly the service In addition, in case of consent safety purchase to data processing for necessary you have signed up measures are contract. marketing purposes, and any to finalise profiling, data may also be for(eg the taken to registration processed by marketing prevent data transaction agencies, market research or to loss, illicit or and to webinars). other companies of the keep them incorrect uses Third parties TeamSystem Group, as data controllers, for purposes related for civil, and offering unauthorised to management and sending fiscal and payment service only newsletters, business accesses. accounting have access information via email, direct purposes. to limited sales, market research or other information promotional activities and for regarding profile analysis. this data.



### Email address

| Data       | Data                   | Methods and      | Legal basis |                    | Data      |  |
|------------|------------------------|------------------|-------------|--------------------|-----------|--|
| Processing | Mandatory              | location of data | for         | Recipients of data | Retention |  |
| Purposes   | or Voluntary<br>Nature | processing       | processing  |                    | Period    |  |

Account registration. Provision of the service requested by your you (e.g. registration • to webinars, newsletters, quotations). Sending information and other activities required by contract, which is an interested party, to be finalized and carried out Sending newsletters in case of your registration to the relative service With your consent, sending commercial information to propose our products or services, to conduct surveys on customer satisfaction, market research, promotional activities in general With your consent, profiling activity for marketing and promotional purposes

creating an account and handling requests. Optional for sending promotional products and services of TeamSystem and, where appropriate, other companies in the group.

related to the web services of this website take place at the premises of the Owner. Personal data are mainly processed messages on with automated tools. Specific safety measures are taken to prevent data loss, illicit or incorrect uses and unauthorised accesses.

• Required for The treatments • Regarding • Data may be disclosed to • related to account and the execution of the requested data are the basis of the need to request. Regarding of sending promotional messages and/or for

profiling

purposes, data are

processed

only if you

have given

consent.

your specific

the purposes other companies of the TeamSystem group, which act as data processors, for management the technical management of the account and the site. In addition, in case of consent to data processing for marketing purposes, service, your and any profiling, data may also be processed by processed on marketing agencies, market they have Fresearch or other companies of the execute your TeamSystem Group, as data controllers, for purposes related to the purposes management and sending newsletters, business information via email, direct purposes, sales, market research or other promotional activities and for profile analysis.

Personal data are processed for the time that is strictly necessary to attain the purposes for which been collected. In case of data processing for marketing data are kept until consent is revoked, or within the maximum terms permitted by law.

| ı   |                  | D.,          |                       |  |                            |             |
|-----|------------------|--------------|-----------------------|--|----------------------------|-------------|
|     | Data             | Data         | Methods and           | Legal basis                                  |                            | Data        |
|     | Processing       | Mandatory    | location of data      | for  | Recipients of data         | Retention   |
|     | Purposes         | or Voluntary | processing            | processing                                   |                            | Period      |
|     |                  | Nature       |                       |  |                            |             |
| d   | Management of    | Required to  | The treatments •      | Regarding •                                  | Data may be disclosed to   | Personal    |
| ÷   | the request      | handle your  | related to the        | the purposes                                 | other companies of the     | data are    |
| d   | sent by the      | request.     | web services of       |  | TeamSystem group,          | processed   |
| 1   | user. •          | Optional for | this website take     | account                                      | which act as data          | for the     |
| ij  | Provision of the | sending      |                       | management                                   | processors, for the        | time that   |
| - 1 | service          | promotional  | place at the          | and the                                      | technical management of    | is strictly |
| j   | requested by     | messages on  | premises of the       | execution of                                 | the account and the site.  | necessary   |
| ŀ   | you (e.g.        | products and | Owner. Personal       | the •  | In addition, in case of    | to attain   |
| i   | registration to  | services of  | data are mainly       | requested                                    | consent to data            | the         |
| - } | events,          | TeamSystem   | processed with        | service, your                                | processing for marketing   | purposes    |
|     | webinars,        | and, where   | automated tools.      | data are                                     | purposes, and any          | for which   |
| 1   | newsletters,     | appropriate, |                       | processed on                                 | profiling, data may also   | they have   |
| ij  | quotes).         | other        | Specific safety       | the basis of                                 | be processed by            | been        |
| - 1 | Allowing         | companies    | measures are          | the need to                                  | marketing agencies,        | collected.  |
| ij  | account          | in the group | taken to prevent      | execute your                                 | market research or other   | In case of  |
| ŀ   | verification.    | and for      | data loss, illicit or | request.                                     | companies of the           | data        |
| d   | Help in          | profiling    |                       |  | TeamSystem Group, as       | processing  |
| - 1 | recovering the   | activities.  | and unauthorised      | the purposes                                 | data controllers, for      | for         |
| j   | account (if      | i<br>!       | accesses.             | of sending                                   | purposes related to        | marketing   |
| - j | any).            | !<br>!       |                       | promotional                                  | management and sending     | purposes,   |
| d   | With your        | i<br>!       |                       | messages                                     | newsletters, business      | data are    |
| þ   | consent,         |              |                       | and/or for                                   | information via email,     | kept until  |
| - 1 | sending          |              |                       | profiling                                    | direct sales, market       | the         |
| j   | commercial       |              |                       | purposes,                                    | research or other          | consent is  |
| - [ | nformation via   |              |                       | data are                                     | promotional activities and | revoked,    |
|     | operator,        |              |                       | 17 1   | for profile analysis.      | or within   |
| - 1 | messaging        |              |                       | only if you                                  | 1<br>1<br>1                | the         |
| - 1 | services, SMS,   | i<br>!       |                       | have given                                   | 1<br>1<br>1                | maximum     |
| - 1 | etc., to         | 1            |                       | your specific                                | 1<br>1<br>1                | terms       |
| - 1 | propose our      |              |                       | consent.                                     | 11<br>11<br>11             | permitted   |
| - 0 | products or      |              |                       |  | <br>                       | by law.     |
| - 1 | services, to     |              |                       |  | 1                          |             |
| - 1 | conduct          |              |                       |  | <br>                       |             |
|     | surveys on       |              |                       |  |                            |             |
| - 1 | customer         |              |                       |  |                            |             |
|     | satisfaction,    |              |                       |  |                            |             |
| - 1 | market           |              |                       |  |                            |             |
| - 1 | research,        |              |                       |  |                            |             |
|     | promotional      |              |                       |  |                            | į           |
| - 1 | activities in    |              |                       |  | 1<br>1<br>1<br>1           |             |
| 1   | general.         | <u>L</u>     | <br>                  | <u>.                                    </u> | n<br>L                     | ‼i          |



# Postal addresses

| Data Processing<br>Purposes | Data<br>Mandatory<br>or Voluntary<br>Nature | Methods and location of data processing | Legal basis<br>for<br>processing | Recipients of data | Data<br>Retention<br>Period |  |
|-----------------------------|---|---|----------------------------------|--------------------|-----------------------------|--|
|-----------------------------|---|---|----------------------------------|--------------------|-----------------------------|--|

The treatments Regarding • Data may be disclosed Management of Required to Personal your request for handle your the purposes to other companies of data are related to the information/contact...request related to the TeamSystem processed web services of Provision of the Optional for account group, which act as for the this website service requested management data processors, for sending time that take place at by you (e.g. promotional and the the technical is strictly messages on the premises of execution of management of the registration to necessary products and the Owner. account and the site. events, webinars, the to attain newsletters, services of requested • In addition, in case of Personal data the TeamSystem are mainly service, your consent to data quotations). purposes With your consent, and, where data are processing for for which processed with sending commercial appropriate, processed on marketing purposes, they have automated the basis of and any profiling, data been information to other tools. Specific collected. propose our companies the need to may also be processed safety products or in the group execute your by marketing agencies, In case of measures are and for market research or services, to conduct request. data profiling Regarding other companies of the processing surveys on taken to activities. the purposes TeamSystem Group, for customer prevent data satisfaction, market of sending as data controllers, for marketing loss, illicit or research, promotional purposes related to purposes, incorrect uses promotional messages management and data are and activities in general. and/or for sending newsletters, kept until unauthorised profiling business information the accesses. consent is via email, direct sales, purposes, data are market research or revoked, processed other promotional or within only if you activities and for the profile analysis. have given maximum



# IP address and navigation data

| Data Processing             | Data                   | Methods and                 |                   |                    | Data                |
|-----------------------------|------------------------|-----------------------------|-------------------|--------------------|---------------------|
| Data Processing<br>Purposes | or Voluntary<br>Nature | location of data processing | for<br>processing | Recipients of data | Retention<br>Period |

your specific

consent.

terms

permitted by law.

The treatments • Your data • Data may be disclosed to Browsing Required to For the duration experience. visit the site other companies of the are related to the Installation of and access TeamSystem group, of the processed web services of technical/session the several on the which act as data session this website take cookies to features of basis of the processors, for the and the place at the improve website the site. technical management of need to entire premises of the functionality. Optional for provide you the account and the site. duration profiling Owner. Personal In addition, in case of of use of With your the consent, sending and/or consent to data the site. data are mainly necessary commercial sending tools to processing for marketing. In case of processed with information also promotional visit the purposes, and any data automated tools. profiling, data may also via email, to messages on site and processing Specific safety propose our products and access the be processed by for measures are services of avaiable products or marketing agencies, marketing TeamSystem taken to prevent services, to features. market research or other and/or data loss, illicit 🖝 conduct surveys and, where Regarding companies of the profiling on customer appropriate, the TeamSystem Group, as purposes, incorrect uses and unauthorised purposes of data controllers, for satisfaction, other data are market companies sending purposes related to kept until accesses. promotional management and sending in the research, iithe promotional Group. messages newsletters, business consent is activities in information via email, revoked, and/or for general. profiling direct sales, market or within With your research or other purposes, the consent, data are promotional activities and maximum profiling and processed for profile analysis. terms analysis of the only if you permitted browsing have given by law. experience for your marketing and specific promotional consent. purposes.

Data relating to dismissed products and/or services subscribed, transactions carried out in the Store, data related to the request

|  | Data Processing<br>Purposes | Data<br>Mandatory<br>or Voluntary<br>Nature | Methods and location of data processing | Legal basis<br>for<br>processing | Recipients of data | Data<br>Retention<br>Period |  |
|--|-----------------------------|---|---|----------------------------------|--------------------|-----------------------------|--|
|--|-----------------------------|---|---|----------------------------------|--------------------|-----------------------------|--|

The treatments Regarding The treatments Regarding Management of Required to Personal handle your the purposes to other companies of data are requests for related to the related to the TeamSystem assistance and request. processed web services of information/contact. Optional for account group, which act as for the this website management data processors, for With your consent, sending time that take place at sending commercial promotional and the the technical is strictly the premises of messages on execution of management of the information to necessary products and the Owner. account and the site. propose our the to attain services of requested • In addition, in case of products or Personal data the services, to conduct TeamSystem are mainly service, your consent to data purposes and, where data are processing for for which surveys on processed with customer appropriate, processed on marketing purposes, they have automated satisfaction, market other the basis of and any profiling, data been tools. Specific research, companies the need to may also be processed collected. safety promotional in the group execute your by marketing agencies, In case of measures are activities in general. and for market research or request. data With your consent, profiling Regarding other companies of the processing taken to activities of profiling activities. the purposes TeamSystem Group, for prevent data and analysis of of sending as data controllers, for marketing loss, illicit or customer needs and promotional purposes related to purposes, incorrect uses purchase proclivity, messages management and data are and and/or for and ways of use of sending newsletters, kept until unauthorised services to profiling business information the accesses. via email, direct sales, consent is anticipate customer purposes, needs and adapt to data are market research or revoked, them our products processed other promotional or within and services. only if you activities and for the profile analysis. have given maximum your specific terms permitted consent. by law.

Content of requests sent through our Contact form (e.g. VAT number, any qualifications as a TeamSystem dealer or customer)

| Data<br>Processing<br>Purposes | Data<br>Mandatory<br>or Voluntary<br>Nature | Methods and<br>location of data<br>processing | Legal basis<br>for<br>processing | Recipients of data | Data<br>Retention<br>Period |  |
|--------------------------------|---|---|----------------------------------|--------------------|-----------------------------|--|
|--------------------------------|---|---|----------------------------------|--------------------|-----------------------------|--|

| management.<br>With your | handle your<br>request.<br>Optional for<br>sending<br>promotional<br>messages on | related to the web services of this website take place at the premises of the Owner.  Personal data are mainly processed with automated tools. Specific safety measures are taken to prevent data loss, illicit or incorrect uses and unauthorised accesses. | are processed on the basis of the need to execute your request. Regarding the purposes of sending promotional messages and/or for profiling purposes, data are processed only if you | TeamSystem group, which act as data processors, for the technical management of the account and the site. In addition, in case of consent to data processing for marketing purposes, and any profiling, data may also be processed by marketing agencies, market research or other companies of the TeamSystem Group, as data controllers, for purposes related to management and sending newsletters, business information via email, direct sales, market research or other promotional activities and for profile analysis. | data are processed for the time that is strictly necessary to attain the purposes for which they have been collected. In case of |
|--------------------------|--|--|--|--|--|
|--------------------------|--|--|--|--|--|

Personal data contained in the CV (contact data, work experience, etc.) NOTE: please do not enter sensitive data in the CV

| Data<br>Processing<br>Purposes | Data<br>Mandatory or<br>Voluntary<br>Nature | Methods and location of data processing   | Legal<br>basis for<br>processing  | Recipients<br>of data   | Data Retention Period  |
|--------------------------------|---|---|---|---|--|
| applications                   | evaluate<br>candidates by<br>TeamSystem.    | website take place at the premises of the Owner. Personal data are mainly processed with automated tools. Specific safety measures are taken to prevent data loss, illicit or incorrect uses and unauthorised accesses. | are processed on the basis of the need to evaluate your CV based on your request expressed by sending | disclosed to third parties (e.g. personnel selection agencies) for purposes strictly related to the | Personal data are processed for the time that is strictly necessary to attain the purposes for which they have been collected, that is, for the period necessary to evaluate the submitted application. In any case, received CVs are deleted every 12 months. |

You will find further information regarding your personal data processing (for example, those relating the purchase/subscription of products or services of TeamSystem or other companies in the group, providing services available on the portal, customer care services, etc.) in the Notices available in other website sections and which are appropriately highlighted.

#### Your rights

You can access your data at any time and for free, receive your personal electronic data in a structured and commonly used mechanically readable format and ask us to send them to another data controller (data portability), and have them corrected, updated, modified or deleted (subject to any applicable exceptions). We inform you that requests for cancellation of data are subject to current legal requirements and document retention requirements imposed by laws or regulations.

Where your data processing is based on consent, you have the right to withdraw your consent at any time. Therefore, you always have the right to opt-out the sending of newsletters and data processing for one or more marketing or commercial purposes. You can also update the data provided to TeamSystem by sending an email to privacy@teamsystem.com, or by mail to TeamSystem S.p.A., Via Sandro Pertini 88, Pesaro. When contacting us, you will need to make sure that you include your name, email address, postal address and/or telephone number(s) to make sure we can handle your request correctly.

Should you think there is a problem with how we handle personal data, you will have the right to file a complaint with your national personal data protection authority or any other EU or EEA country.