

Employee privacy Information provided pursuant to art. 13-14 of the GDPR (General Data Protection Regulation) 2016/679

With this policy, pursuant to Article 13 of EU Regulation 679/2016 ("GDPR"), relating to the protection of individuals with regard to the processing of personal data, as well as the free movement of such data (hereinafter "Regulation"), we would like to inform you that related to establishing and executing the employment contract with you, Mayekawa Italia Srl, (hereinafter "Mayekawa" or "the Company") is required to process data concerning you, qualified as "personal data" by the Regulation. The Regulation specifies that anyone who processes personal data is required to inform the data subject about which data are processed and on elements qualifying processing, which must in any case take place in a lawful, correct and transparent way, protecting your privacy and ensuring your rights.

1. Data Controller and Data Processor:

The data controller is Mayekawa Italia Srl. with registered office in Via Riccardo Lombardi 19/12 20153 Milan (MI), Tax Code and VAT no. 07272790960 ("Mayekawa" or "the Company").

For certain processing operations, the Company uses employees or collaborators, who are in charge of carrying out processing operations under the authority of the Data Controller, as well as partner companies or professional firms that provide assistance and advice in accounting, administrative, legal, tax, financial and technical matters located in the European Union.

The Data Controller, and / or the Data Protection Officer you can contact to exercise the rights referred to in Art. 12 and/or for any clarifications regarding the protection of personal data, can be reached at: privacy@mayekawa.it, or at the following addresses

MAYEKAWA Italia S.r.l.
Via Riccardo Lombardi 19/12
20153 Milano (MI)
T. +39 2 48929218
F. +39 2 4531728

2. Personal Data Processed

By way of example, the Data Controller will acquire the following types of personal data:

1. Personal data processed to execute the employment contract:

In addition to your personal and tax identification data, as well as other information such as domiciliation and bank account details, defined by the Regulation as "personal data" to correctly perform the employment relationship, we also need to process some data defined in Article 9 as "special data". These are data that reveal your racial or ethnic origin, your state of health (e.g. accident, maternity) or your membership of trade unions (e.g. withheld in favour of a trade union organisation, request for a trade union permit), in so far as the processing of that information is necessary for us to comply with the legal obligations, by social security and welfare legislation and by the collective labour contract applied to you

2. Data contained in corporate email.

In exceptional situations, the content of the company emails you use may be accessed exclusively by IT personnel authorized by the Company, if you are not able to access the company email, in order to ensure the continuity of company business, to consult or transfer to servers data exclusively related to the professional activity you carried out to retrieve company information stored in your email box and not otherwise available.

This could happen, for example, after the end of your employment relationship or in the case of particular circumstances, such as technical failures of the PC or infrastructure, or in the event of infection of the PC with malware or ransomware, making it impossible for you to directly and personally access the email box to provide this information to the company.

3. Navigation data and cookies:

Navigation data

The computer systems and software applications used to create the Company Website acquire, during their normal operation, some personal data where transmission is implicit in the use of Internet communication protocols. This information is not collected to be associated with users, but by its very nature could, through processing and association with third-party data, allow them to be identified.

This category of data includes IP addresses or domain names of the computers used by users who connect to the website, the addresses in URI (Uniform Resource Identifier) notation 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.

Navigation data will be collected solely in the legitimate interest of allowing the user to use the

contents published on the websites of the Data Controller and their correct administration and management. These data are used for the sole purpose of obtaining anonymous statistical information on the use of the website and to check its correct functioning and are deleted immediately after processing. The data in question could be used to ascertain responsibility in case of any computer crimes against our website.

Cookies

What are cookies.

Cookies are small text files that the websites visited send to the User's terminal, where they are stored, and then retransmitted to the same websites on the next visit and allow collection of information on navigation carried out by the user on the Website.

Cookies can be stored permanently on your computer and have a variable duration (so-called persistent cookies), but they can also disappear when you close your browser or have a limited duration (so-called session cookies).

Cookies can be installed by the Website you are visiting (so-called first-party cookies) or can be installed by other websites (so-called third-party cookies).

In accordance with the Provision of the Privacy Authority no.229/2014, users are informed about the methods cookies are managed by this website.

No personal data of users is acquired by the website. Cookies are not used to transmit information of a personal nature, nor are so-called session cookies or persistent cookies of any kind used, let alone profiling cookies.

The computer systems and software applications used to manage the website could release technical cookies essential for the correct display or navigation of the website itself.

Types of cookies used and related purposes

Technical cookies

These cookies are used for activities strictly needed to operate the Website for normal navigation and allow its related functionalities (such as authentication for access to restricted areas, saving the session, browsing preferences, managing a shopping cart, remembering previously selected criteria, managing the distribution of traffic, etc.) and to collect some information in aggregate (anonymous) form on users.

Analytical cookies

These cookies are used to collect information on use of the Website by users (number of visitors, pages visited, time spent on the site, etc.).

The Company's Website does not use analytical cookies

Profiling cookies

They are those cookies needed to create user profiles in order to send advertising messages in line with the preferences expressed by the user in the pages of the Website.

The Company's Website does not use profiling cookies.

Profiling cookies – Social media

These third-party cookies allow users to interact with social networks (Facebook, Twitter, YouTube, Vimeo, etc.) and in particular to share site content through the aforementioned channels.

The Company's Website does not use profiling cookies – Social media.

Profiling cookies – Advertising

These third-party cookies allow us to collect data and interests of visitors, in order to build a detailed profile used subsequently for marketing purposes. In this way, users will be able to receive personalized and targeted advertisements based on their interests.]

The Company's Website does not use profiling cookies – Advertising.

Cookies used on the Company's Website

The characteristics of the cookies used on the Company's Website are illustrated in the table below.

Please note that the Website uses the following first-party technical cookies:

Cookie	Domain	Type	Duration	Purpose
mayekawa_gs_acc ept_cookie	www.mayekawa.it	technical	session	Used to memorise the choice of whether to accept cookies or not made by the person navigating the website

Managing cookie preferences

At the time of first access to any page of the Website, there is a banner that contains brief information. By continuing to browse, by accessing another area of the website or selecting an element of the same (for example, an image or a link), you consent to the use of cookies. Consent to the use of cookies is recorded with a "technical cookie". You can learn about the policy and how to disable third-party cookies by clicking on the links contained in the "Elimination mode" item of the tables above. Finally, you can oppose registration of cookies on your hard disk by configuring your browser to disable cookies. Below please find the methods offered by the main browsers:

Internet Explorer

Open Internet Explorer;

Click on the "Tools" button and then on "Internet Options";

Select the "Privacy" tab and move the slider to the level of privacy you want to set (up to block all cookies or down to allow them all);

Then click on "Ok".

Google Chrome

Open Google Chrome;

Click on the "Tools" icon;

Select "Settings" and then "Advanced Settings";

Select "Content Settings" under "Privacy";

In the "Cookies" tab you can uncheck cookies and save your preferences.

Firefox

Open Firefox;

Press the "Alt" button on your keyboard;

In the toolbar located at the top of the browser, select "Tools" and then "Options";

Then select the "Privacy" tab;

Go to "History Settings" and then "Use Custom Settings";

Uncheck "Accept cookies from websites" and save your preferences.

Opera

Open Opera;

Click on "Settings" in the browser menu and select "Settings";

Select "Quick Preferences";

Deselect "Enable cookies";

Safari

Open Safari;

Choose "Preferences" in the toolbar, and then select the "Security" pane in the dialog box below;

In the "Accept cookies" section you can specify if and when Safari should save cookies from websites. For more information click on the Help button (marked with a question mark);

For more information about the cookies that are stored on your computer, click on "Show cookies".

After these operations, however, some functions of the web pages may not be performed correctly.

4. System Logs

This category includes sequential and chronological records of the operations carried out by the Company's computer systems (system logs). These operations can be carried out by a user, or carried out in a totally automated way. Logging procedures are properly those activities through which an operating system or an application records events and stores them for any subsequent reuse: these recordings are called, precisely, log files. Log files are documents that contain messages about the system, services, and applications in operation.

3. Purpose and legal basis of processing

Your Data will be processed by Mayekawa exclusively for the purposes and within the limits indicated below:

a. *for purposes functional to the execution of this Employment Contract and to fulfil legal and/or regulatory obligations*

Your data, indicated in paragraph 2.1, as well as other information such as domiciliation and bank account details, are collected, recorded, reordered, stored, used by Mayekawa for purposes functional to the execution of this Contract, to process your remuneration and for any other legal obligation with social security and welfare institutions and the tax administration.

b. *In the legitimate interest of the company, in order to ensure the continuity of company business*

In exceptional situations, and if you are not available, the data indicated in paragraph 2.3, could only be accessed by IT personnel authorized by the Company, to ensure the continuity of company business, to retrieve company information stored in your email box and not otherwise available.

c. *In the legitimate interest of the company, to manage security measures, and/or for defence in court*

Your data, indicated in paragraphs 2.1, 2.2, 2.3, 2.4, could also be used to manage security measures and/or for defence by the Company in court or in the stages leading to your possible establishment.

4. Data retention period and duration of processing

1. Personal data processed to execute the employment contract:

The data collected will be kept for the entire duration of the employment relationship, and for as long as prescribed to fulfil civil and tax regulations.

If the relationship should be terminated, for 10 years following the date of termination and/or for the time necessary for legal obligations in tax and civil law and for possible legal requirements (for example in the event of litigation).

At the end of the retention period, the data must be deleted or, upon your request, returned to you in a secure manner.

The obsolescence of the data stored in relation to the purposes for which they were collected is checked periodically.

2. Data contained in corporate email.

With reference to the data collected indicated in paragraph 2.2, relating to the email box, containing all the communications exchanged by you, your Data will be kept for a maximum of 1 month after the end of the contract. After this period, the data contained in your email box will be permanently deleted, unless they are needed for the company to meet legal obligations, or there are clear conditions of need for storage for defence by the Company in court or in the stages leading to your possible establishment.

Access to the emails stored after the end of the contract may only be made exceptionally by ICT personnel explicitly authorized by the Company, for a limited period, and only for the processing purposes referred to in paragraphs 3.b and 3c.

3. Navigation data and cookies:

With reference to the data collected indicated in paragraph 2.3, relating to navigation data and cookies, your Data will be kept for a maximum of 12 months.

4. System Logs

With reference to the data collected indicated in paragraph 2.4, relating to system logs, the retention period is **60 days**, , at the end of which the data are deleted, if not needed to pursue legitimate purposes (ongoing investigation of personal data breaches, or defence in court).

5. Location and transfer of personal data abroad

The personal data managed by us are generally stored in Italy, however, as part of the execution of services rendered to customers who may reside outside Europe, and in the use of business applications made available by Mayekawa to allow it to perform the professional services needed to provide the services contracted with customers, they may be transferred both inside and outside the European Union; that is, wherever the place of execution of the work is established by the contract with customers, or where Mayekawa's suppliers, in particular those of Cloud services, are based or have their own servers.

Therefore, your personal data, indicated in paragraph 2, although generally managed on databases in Italy, could be transferred, communicated or disseminated to Customers, Suppliers, Cloud Providers or Service Providers who could store them on their infrastructures even outside the EU.

6. Mandatory or not for consent

For the processing of data for the purposes indicated, your consent is not required since the processing is needed to execute a contract of which you are a party or to perform the pre-contractual measures adopted at your request (art. 6, paragraph 1, letter .b) of the Regulation), as well as, where applicable, to fulfil a legal obligation (art. 6, paragraph 1, letter a) of the Regulation). Any refusal to provide that data may make it impossible for us to establish/continue a regular employment contract with you.

7. Data Processing Methods

Processing will be carried out with both manual and/or computerized and telematic tools applying organizational and processing logics strictly related to the purpose and in any case in order to guarantee the security, integrity and confidentiality of the data in compliance with organizational, physical and logic measures required by current regulations, and in particular by the new EU 679/2016 regulations.

8. Communication and dissemination of data

The data being processed will be disclosed to one or more specific subjects, for the sole purposes indicated in this policy, and solely for legal or contractual obligations, to the following subjects:

- a) personnel office staff, appointed as data processors, subject to our letter of appointment which imposes confidentiality and security in the processing of personal data, with the task of detecting your attendance and managing your contractual relationship from a remuneration, social security and welfare point of view;
- b) to our consultants (or external companies), within the limits needed to carry out their professional assignment on behalf of our Company (including labour consultancy, preventive medicine, ..) who are appointed as Data Processors, subject to our letter of appointment that imposes confidentiality and security in the processing of personal data that relate to our staff.
- c) to public and private entities that can access the data by virtue of the law and within the limits set by this law (Welfare, Public Assistance and Insurance Companies, the Financial Administration offices, etc.),
- d) to subjects who need access to your data for purposes that are ancillary to the relationship between you and our Company, within the limits strictly needed to carry out the tasks assigned to them (e.g. Credit Institutions).
- e) Lastly, we would like to remind you that the processing of certain data relating to your state of health is mandatory, in accordance with the provisions on occupational hygiene and safety (Legislative Decree No. 81/2008 as amended), and that they will be processed by the Company Doctor appointed by us according to the aforementioned decree.
- f) Your identification data may be communicated, with suitable procedures, to other Mayekawa offices, to customers and to external suppliers, to enable execution of activities envisaged by the employment relationship (travel booking, visa management on passports, or other ...), which could even involve the transfer of your personal data outside the European Union.
- g) Your personal data may be stored, managed on applications in use at Mayekawa, or stored on IT systems at external suppliers or service providers, which may operate outside the country (even outside the EU).
- h) The navigation data and data collected using cookies may be processed by employees and collaborators of the Data Controller as subjects authorized to process and/or system administrators and/or by companies we trust that perform tasks of a technical and organizational nature on our behalf to manage the infrastructure. These companies are our direct collaborators and perform the function of data processors.

The list of companies and/or users with whom Mayekawa has signed contracts that may involve data processing is available on request by sending an email to privacy@mayekawa.it.

9. Rights of Data Subjects

At any time you can exercise your rights with the data controllers, pursuant to articles 15 to 22 and article 34 of the GDPR. Exercising your rights may be by sending a request to the Data Controller or the DPO, by email to the address privacy@mayekawa.it or by contacting the Data Controller and/or the (Data Protection Officer)/DPO at the contact details indicated in paragraph 1.

The data subject may, at any time, exercise the rights to:

- a) receive confirmation of the existence of its personal data and access their content;
- b) update, modify and/or correct its personal data;
- c) request cancellation, transformation into anonymous form, block data processed in breach of the law or limit processing;
- d) oppose processing for legitimate reasons, including revoking consent, if possible: withdrawal of consent does not affect the lawfulness of processing based on the consent granted before revocation;
- e) receive a copy of the data provided and request that such data be transmitted to another data controller (data portability);
- f) object, fully or in part, to the processing of its personal data, provided for commercial information or sending advertising or direct sales material or to carry out market research or for commercial communication purposes.

10. Complaints or requests for information

If there should be any disputes or findings, on the way in which the Data Controller collects or uses your personal data, you can contact the Data Controller and/or the DPO (Data Protection Officer) / RPD in the first instance, at the address privacy@mayekawa.it or at the address indicated above in paragraph 1 of the Data Controller, or you can contact directly the office of the Privacy Authority, for which you can find the reference details at <https://www.garanteprivacy.it>

In addition, pursuant to current regulations, you can lodge any complaints regarding the processing of your personal data with the Authority for the protection of personal data, whose reference details can always be found at the website: www.garanteprivacy.it.

11. Updating the Policy

The Company reserves the right to modify or simply update the content of this Privacy Policy, in whole or in part. The Company will inform the User of the changes made by e-mail as soon as they come into force. The new updated information will be accessible at any time on our website at the address <https://mayekawa.it/privacy-policy/>

THE OWNER

The employee/collaborator

Mayekawa Italia Srl


MAYEKAWA
MYCOM
Jun MURAOKA
Managing Director
