

# Data protection policy

In consistency with the Mission and Values of Alientech SRL and in line with its own policy, ALIENTECH SRL in its activities highlights some principles, regarding the protection of personal data, to which its strategies and objectives must refer:

- Commitment to the protection of the personal data of each person (Protection);
- Assurance of respecting the personal sphere and private life of each person (Confidentiality);
- Respect for the identity, personality and dignity of each person (Individuality and Dignity);
- Respect for the fundamental freedoms guaranteed by Italian Constitution (Protection).

These principles, conforming to the current Italian legislation, are declined so that the personal data are:

- collected and processed only for specific, explicit and legitimate purposes;
- used limitedly and proportionally to the purposes for which they are processed;
- collected and processed only if relevant to the achievement of the stated purposes;
- treated with methods and means proportional to the goals to be achieved;
- always verified, once collected and processed, to guarantee their accuracy and reliability;
- periodically updated, once collected and processed;
- stored for a period of time limited to achieve the stated purposes;
- always collected and processed by implementing appropriate technical and organizational measures in order to safeguard their integrity and confidentiality.

## Objectives

Continuous improvement of the protection of personal data by:

- the adoption of an adequate integrated document system (procedures, operating instructions, standard document models);
- the identification of delegates with adequate requirements and powers to ensure the proper functioning of the privacy management system;
- the definition of an organizational model suitable for monitoring the treatment of personal data relating to each treatment process;
- the adoption of standards compliance opinions in the definition, integration, modification and / or revision of company processes that provide for the processing of personal data;
- the adoption of appropriate security measures to prevent and minimize the damage relating to the treatment of personal data;
- the adoption of the best available and economically sustainable techniques to limit damage in the event of accidents or negative events concerning the processing of personal data;
- the adoption of appropriate criteria and data recovery methods in the event of accidental damage and loss.

Stakeholder engagement and personal data protection with actions aimed at:

- Making employees, collaborators and suppliers aware of the objectives and commitments made regarding the protection of personal data;
- Motivating and involving employees so that the objectives set are achieved and, at every level, the sense of responsibility towards the protection of personal data and the security of the information is developed;
- training and informing about a lawful and fair processing of personal data and their security;
- promoting dialogue and discussion with all stakeholders (Public administration, Authorities, customers, suppliers, Associations, workers, etc.), taking into account their requests regarding the processing of personal data, in line with the means of participation and communication adopted by ALIENTECH SRL.

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