

## CONFIDENTIALITY POLICY

**DUEMME SPA**, a company that deals in the field of Third-Party Non-Destructive Testing, RECOGNISES that meeting the requirement of CONFIDENTIALITY is an intransgressible condition for doing business. All this, in compliance with the specific requirements of national or international legislation, the requirements set by the standards and rules related to certification or accreditation of the company's Quality Management System and the individual contractual agreements entered into with its clientele.

For this purpose, during its daily work **duemme**:

- has policies and procedures that guarantee protection of confidential information and ownership rights of all Relevant Parties;
- has procedures to protect data and the results stored and sent both in hard copy and digital form;
- has procedures to protect its information from samples and parts to be checked;
- does constant monitoring of its own employees in order to check whether the data handled and processed are managed following the conditions of confidentiality set internally;
- plans its in-company flows so that they guarantee meeting the information confidentiality requirement;
- provides all the Relevant Parties this confidentiality statement, posting it on its website, reviewing it at least once a year or should the need be felt.

**duemme** commits to making sure that:

- its personnel is informed and trained on the concept of confidentiality and the internal procedures meant to guarantee the requirement;
- all information belonging to the customer or other Relevant Party is kept confidential;
- all information produced while doing business is kept confidential;
- if **duemme** discloses a piece of information following a written agreement between the parties or if required to do so by law (legal obligations, requests from the surveillance or control bodies concerned, etc.) **duemme** shall inform the customer in advance without prejudice to the obligation to provide what is asked of it;
- Test Reports are sent solely to the customer heading the assignment entrusted to **duemme**, without being sent to third parties unless expressly authorised when the contract was entered into or when the assignment was granted;
- entry into the company is handled so that besides the aspects appertaining to safety, confidentiality requirements for samples and parts to be tested are guaranteed.

The information regarding the Customer obtained from sources other than the customer itself and the party that provided the information shall be kept confidential between Customer and **duemme**, which shall undertake not to divulge the source of information to third parties (unless other commitments are entered into with the source itself).

Unless expressly agreed in advance (prior to launching the activity), **duemme** shall consider and process all of the customer's information and that linked to the order confidential.

The aspects – taken as risks (threats) or opportunities (improvement) – linked to the CONFIDENTIALITY of the information are processed in the specific Risk Analysis of the requirement. The Risk Analysis is assessed at least once a year or if the need arises.

Besides the requirements set by the applicable certification and accreditation standards, **duemme** sets in place every applicable provision under the national or international legislation as well as the procedures required by specific agreements with the customer and in general with the Relevant Parties.

Madignano (CR), on 04/01/2019