

INFORMATION FOR VISITORS TO THE TÜV RHEINLAND ITALIA CAMPUS

Welcome to the TÜV Rheinland Italia Campus

- ☛ For everyone's safety and to protect TÜV Rheinland Italia ("TRI") information, we kindly ask you to carefully follow the rules below. Compliance with these rules is mandatory for access to the Campus.
- ☛ Any violations may result in a request to leave the Campus and the adoption of appropriate measures, in accordance with applicable regulations. **Visitors are liable for any damage resulting from the violation of these obligations.**

1. How to reach the Campus?



- **By car:** Via Enrico Mattei 3, Pogliano Milanese (MI) - Limited internal parking; external parking 100 m away (Via Mattei/Via Grassina);
- **By public transport:** Local connections available but subject to timetable restrictions;
- **By plane:** Malpensa and Linate airports, with taxi/private hire car/public transport.

2. Rules of Access and Conduct



- ✓ Mandatory registration on tablet for each entry and exit
- ✓ Keep your visitor badge clearly visible at all times and return it upon departure
- ✓ Follow the instructions provided by accompanying staff at all times
- ✗ DO NOT move around the Campus independently and DO NOT go beyond the indicated safety routes
- ✗ DO NOT touch machinery and/or instruments without authorization
- ✗ DO NOT access cupboards, drawers, archives or documents

3. Health & Safety - Emergency Situations



In Operational Areas

- Always follow the person accompanying you
- Pay attention to vehicles and forklifts
- Access to laboratories is subject to the possession of appropriate PPE as indicated by the signs displayed and by TRI staff
- DO NOT approach ongoing tests and/or machinery or instruments without the prior authorization of your escort

In Case of Emergency

- Follow the instructions of TRI staff strictly
- Evacuate the building with your companion
- Proceed to the assembly point indicated on the floor plan below

4. Protection of confidential information & confidentiality



All technical, commercial, organizational and customer/supplier information relating to TRI, on any medium, is confidential. The following obligations remain in force without time limits.

Visitors undertake to:

- not acquire, copy, remove or disclose TRI information or materials, including those seen accidentally;
- delete, upon request, any information acquired in a non-compliant manner, providing evidence of this to TRI;
- not take photos, videos or recordings; TRI may apply covers/seals to cameras;
- declaring personal laptops, tablets and IT/USB devices at Reception; connecting them to TRI networks without authorization is prohibited;
- not to carry out activities that could compromise TRI systems, infrastructure, data or processes.

Within the Strictly Confidential areas (where prototypes are handled), sealings to any device equipped with camera or video recording will always be applied before access.

5. Brief information on the processing of personal data



- The data collected during registration and visits to the Campus are processed by TÜV Rheinland Italia S.r.l. for the purposes of access management, security and protection of company assets, in compliance with Regulation (EU) 679/2016 ("GDPR").
- Video surveillance images and entry/exit data are stored for limited periods (maximum 3 days for images and for the time necessary for access management for logs).
The data may only be shared with competent authorities or authorized technical suppliers and is not transferred outside the EU.
- Visitors may exercise their GDPR rights (access, rectification, erasure, restriction, objection) by writing to: dpr@it.tuv.com.
- For complete information on the processing of personal data, please consult the extended privacy policy available at reception.

