

is a company based on a team of professionals with a spirit of permanent collaboration and improvement, which respects fundamental rights and freedoms, including the right to the protection of personal data.

The Management is committed to implementing a data protection management system based on the following principles:

- "Lawfulness, fairness and transparency": personal data shall be processed lawfully, fairly and in a transparent manner in relation to the data subject
- "Puropose limitation": personal data shall be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- "Data Minimisation": personal data shall be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- "Accuracy": personal data shall be accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay.
- "Storage Limitation": personal data shall be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- "Integrity and Confidentiality": personal data shall be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

All those managing the organization will integrate data protection as part of their duties, with the same responsibility as the rest of the duties entrusted to them.

Likewise, all workers will be aware of and responsible for complying with the planned guidelines and procedures, providing their suggestions to improve the data protection.

In witness whereof and on behalf of everyone:

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Covadonga Coca President José Luis Fragueiro Quality Manager

In Zamudio, the 22nd of May of 2018