














 Stored	 Copied	 Shared	 Deleted
 PUBLIC	 electronic	free	free	free	free
	 paper	free	free	free	free
 INTERNAL USE ONLY	 electronic	into folders where only users within the same Legal Entity and/or Group have access	only for internal use of the Legal Entity and/or the Group	only within the Legal Entity and/or within the Group	freely deleted, where this is expressly provided by law (eg.: data protection)
	 paper	kept in a safe place (eg.: drawers and cupboards locked)	only for internal use of the Legal Entity and/or the Group	only within the Legal Entity and/or within the Group	before being trashed, where this is expressly provided by law (eg.: data protection).
 CONFIDENTIAL	 electronic	into folders that only authorized users have access. The devices containing "Confidential" information must be encrypted	if necessary to carry out the work	within the Legal Entity and/or within the Group and with third parties only if protected with complex password, or with cryptographic tools where available	where this is expressly provided by law (eg.: data protection), so that it cannot be retrieved anymore (also with specific data recovery programs)
	 paper	in safety and lockable cabinets for documents	if necessary to carry out the work and only if authorized by owner	only within the Legal Entity and/or within the Group and delivered only to the recipient in a closed and non-transparent container	where this is expressly provided by law (eg.: data protection), using special shredder devices
 STRICTLY CONFIDENTIAL	 electronic	in folders that only authorized users have access. The devices containing Strictly Confidential information must be encrypted and stored in armor-plated storage cabinet	if necessary to carry out the work	only if protected with complex password, or with cryptographic tools where available, and only within a defined and identified number of persons	where this is expressly provided by law (eg.: data protection), so that it cannot be retrieved anymore (also with specific data recovery programs)
	 paper	in safety and lockable cabinets for documents	if necessary to carry out the work and only if authorized by owner	only within the Legal Entity and/or within the Group and delivered only to the recipient in a closed and non-transparent container	where this is expressly provided by law (eg.: data protection), using special shredder devices