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	INFORMATION FOR EXTERNAL PERSONNEL ON THE PROCESSING OF PERSONAL DATA	M_11.0.09

## **Information briefing for "visiting" or "external" personnel**

### **in accordance with Article 13, EU Regulation 679/2016.**

Officine Tecnosider S.r.l.'s corporate policies on matters of safety in the workplace and the security of information, also arising from the mandatory safety regulations (emergency plans, evacuation plans etc.), require the identification of "visiting" or "external" personnel in order to know that people who are not employed by the undersigned company are present on the corporate premises and the length of their stay.

Therefore, you are hereby informed that, in accordance with article 13 of EU Regulation 679/2016, the data that you give to us will be processed as follows.

#### **1. Purposes, legal basis and processing method**

The data will be processed for the sole, specific purpose of identifying visitors, acting as a deterrent against the commission of offences and violations of the internal rules of conduct, as well as the rules on the protection of corporate assets. The processing is considered lawful in accordance with article 6, paragraph 1, letter f of the GDPR and the failure to communicate any data or your refusal to allow them to be processed may lead to the objective impossibility of granting you access to the company's premises.

The data shall be processed by the Data Controller in a lawful manner, accurately and with the utmost confidentiality, mainly with electronic and digital instruments, and stored on digital media, paper and, where required, on any other type of medium deemed suitable.

Your identification data will be used for:

- a) recording entry to and exit from the company's premises
- b) verification at the end of the day of the presence of external personnel in the company's buildings
- c) management of checks on those present during emergencies or any drills


We also inform you that no copies of identification documents will be made.

The access register data shall be retained by appointees for a period of 6 months before being destroyed.

#### **2. Subjects to which the personal data may be communicated**

Personal data are not disseminated and will not be communicated to external or unauthorised personnel, apart from in the cases laid down by the current regulations (for example, at the request of the Judicial or Public Security authorities).

#### **3. Rights of the Interested Party**

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As the interested party, you have the rights referred to in articles 15-21 of the GDPR and, more specifically, the right to:

- Obtain confirmation of the existence or otherwise of personal data concerning you, even if not yet registered, and communication of the information in intelligible form
- Obtain an indication of:
  - a) The origin of the personal data
  - b) The purposes and methods of the processing
  - c) The logic applied in the case of processing carried out with the assistance of electronic instruments
  - d) The identification details of the data controller, data managers and designated representatives in accordance with article 3, paragraph 1 of the GDPR
  - e) The subjects and categories of subjects to whom the personal data may be communicated or who may become aware of them as designated representatives in the territory of the State, managers or appointees;
- Obtain:
  - a) The updating, correction or, when required, the supplementing of the data
  - b) The deletion, conversion into anonymous form or the blockage of data processed in violation of the law, including those for which retention is not necessary for the aims for which the data was collected or subsequently processed
  - c) Confirmation that the operations referred to in letters a) and b) have been brought to the attention, including their content, of those to whom the data have been communicated or disseminated, unless this proves impossible or leads to the use of means clearly disproportionate to the protected right
- Object, for legitimate reasons, to the processing of personal data, wholly or in part, that concerns them, even though relevant to the purpose of their collection
- Revoke consent

At any time, you can exercise the rights by sending:

- a recorded delivery letter to Officine Tecnosider Srl, Via Jacopo Linussio, 1 – 33058 S. Giorgio di Nogaro (UD)
- an email to the address [privacy@officinetecnosider.it](mailto:privacy@officinetecnosider.it)
- a certified email to the address [officinetecnosider@legalmail.it](mailto:officinetecnosider@legalmail.it)

You also have the right to make complaints to the Guarantor Authority for the protection of personal data ([www.garanteprivacy.it](http://www.garanteprivacy.it)).

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#### 4. Data Controller and Data Manager

The Data Controller is Officine Tecnosider S.r.l., a single-member company, with registered office in Via Treppo, 18 – 33100 Udine (Italy) – Tax Code and VAT No. 02494780303 - Tel. +39.0431.621000 – Fax +39.0431.620543 – Email [info@officinetecnosider.it](mailto:info@officinetecnosider.it), in the person of its legal representative.

To exercise the rights laid down by article 15 of EU Regulation 679/2016 listed above, the Interested Party must send a written request to the Data Controller at our registered office, by sending an email to the following address: [privacy@officinetecnosider.it](mailto:privacy@officinetecnosider.it), or by recorded delivery letter, or by certified email to [officinetecnosider@legalmail.it](mailto:officinetecnosider@legalmail.it).

San Giorgio di Nogaro, 11/12/2020

#### Amendments to the Privacy Policy

This document, together with the other technical and operational documents, regulates the methods of processing the personal data provided by Interested Parties, directly or indirectly. The introduction of new regulations in the sector, such as the continuous examination and updating of the services for the user, could lead to the need to change these methods. It is therefore possible that our policy may undergo amendments over time and we therefore suggest that the visitor asks the Data Controller for explanations, by means of a request to the addresses listed, or by visiting the following web page:

<http://www.officinetecnosider.it/privacy.html>

Periodically consult this page. For this purpose, the policy document reports the date it was updated.

The Data Controller's Representative