

B. & B. AUTOMATION S.R.L.

Via Borzone, 35
12060 Grinzane Cavour
(CN) Tel: +39 0173.262714
VAT no. 02141210043



Policy for the processing of personal data pursuant to articles 13-14 of EU Reg. 2016/679

Data subjects: employees and other staff.

B. & B. AUTOMATION S.R.L., in its capacity as Controller of your personal data, pursuant to and for the purposes of EU Regulation 2016/679 (hereinafter referred to as 'GDPR'), hereby informs you that the aforementioned legislation envisages the protection of data subjects with regard to the processing of personal data and that such processing shall be based on principles of correctness, lawfulness, transparency and protection of your privacy and rights.

Your personal data will be processed in accordance with the legislative provisions of the above-mentioned legislation and the confidentiality obligations provided for therein.

Purpose and legal basis of the process: your data will be used for the following purposes relating to the fulfilment of legislative or contractual obligations:

- legal and economic treatment of staff.

Your data will be also used for the following purposes relating to the fulfilment of legislative obligations:

- obligations related to the payment of trade union membership fees or the exercise of trade union rights;
- fulfilment of legal obligations in relation to taxation and accounting;
- occupational health and safety.

Your data will also be used for the following purposes relating to the implementation of measures related to contractual or pre-contractual obligations:

- personnel management in general.

Your data will also be used for the following purposes necessary for the pursuit of the legitimate interest of the controller:

- Protection of the electronic devices supplied;
- Protection of the company's assets.

For the purposes of this process, the Owner may become aware of particular categories of personal data, such as: membership of trade unions, Internet Navigation Log File, health. The processing of personal data for these particular categories is carried out in compliance with art. 9 of the GDPR.

Processing methods Your personal data may be processed in the following ways:

- by computer, using software systems managed by third parties;
- by computer, using software systems managed by third parties or programmed directly;
- reliance on third parties for processing operations;
- processing by computers;
- manual processing by means of hardcopy files.

Last amendment

POLICY

Every process takes place in accordance with the procedures set out in articles 6 and 32 of the GDPR and through the implementation of the appropriate security measures envisaged.

Your data will be processed only by personnel expressly authorised by the Data Controller and, in particular, by the following categories of employees:

- within the scope of personnel management;
- all the natural persons in charge of the process, authorised to use the systems and, in cases where it is indispensable for the aims pursued, to view recordings, have been appointed in writing (art. 30 of the Code);
- shareholders and directors.

Communication: Your data may be communicated to external subjects for the correct management of the relationship and particularly to the following categories of addressees, including all the duly appointed Data Processors:

- Other external subjects who are assigned processing activities in accordance with art. 28 of the GDPR;
- banks and financing institutions;
- consultants and freelancers, also in associated form;
- welfare and social security departments;
- professional training institutes;
- health bodies, medical and paramedical staff;
- trade unions and employers' organisations.

Dissemination: Your personal data will not be disclosed in any way.

Your personal data may also be transferred, within the limits of their being related to the above purposes, to the following states:

- Non-EU countries;
- EU countries.

Retention Period. Please note that, in accordance with the principles of lawfulness, purpose limitation and data minimisation, pursuant to art. 5 of the GDPR, the retention period applicable to your personal data is:

- For the duration of the contractual relationship and for 10 years after its expiration or termination.

Controller: The controller of the data process, according to the Law, is B. & B. AUTOMATION S.R.L. (Via Borzone, 35 , 12060 Grinzane Cavour (CN); e-mail: privacy@bandbautomation.com; telephone: +39 0173/262714; VAT number: 02141210043) in the person of its legal representative pro tempore.

You have the right to obtain from the data controller the cancellation (right to be forgotten), limitation, updating, rectification, portability, opposition to the processing of personal data concerning you, and can, in general, exercise all the rights envisaged by Articles. 15, 16, 17, 18, 19, 20, 21, 22 of the GDPR.

EU Reg. 2016/679: Articles 15, 16, 17, 18, 19, 20, 21, 22 - Data subject rights

1. The data subject has the right to obtain confirmation of the existence or otherwise of personal data concerning him or her, even if not yet recorded, and their communication in intelligible form, and may also complain to the Control Authority.

2. The data subject has the right to obtain the indication of:

- a. the origin of the personal data;
- b. the purposes and methods of processing;
- c. the logic applied in the case of processing carried out with the help of electronic instruments;
- d. the identity of the data controller, data processors and the representative designated in accordance with article 5, paragraph 2;
- e. the subjects or categories of subjects to whom the personal data may be communicated or who may learn about them as representatives designated in the territory of the State, managers or agents.

3. The data subject has the right to obtain:

- a. the update, rectification or, where pertinent, the integration of the data;
- b. the cancellation, transformation into anonymous form or blockage of data processed unlawfully, including data whose retention is unnecessary for the purposes for which the data were collected or subsequently processed;
- c. certification to the effect that the operations indicated under letters a) and b) have been notified, along with their contents, to the entities to whom or which the data have been communicated or disseminated, unless this requirement proves impossible or involves a manifestly disproportionate effort in relation to the right that is to be protected;
- d. data portability.

4. The data subject has the right to object, in whole or in part:

- a. for legitimate reasons, to the processing of personal data concerning him, even if pertinent to the purpose of collection;
- b. the processing of personal data concerning him/her for the purpose of sending advertising materials, direct selling or the performance of market research or commercial communication surveys.

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Data subject consent form

Date: Place:
Name, Surname:

I, the undersigned, have acquired the information provided by the data controller pursuant to article 7 of EU Regulation 2016/679, (informative document no. 14720.51.378799.1206245):

Do you consent to the disclosure of your personal data?

YES NO professional training institutes

Do you consent to the transferral of your personal data abroad?

YES NO Non-EU countries

The data subject:
