

**EDILMAC dei F.lli Maccabelli SRL** (see reference at the bottom of the document), in its capacity of Controller, in the person of its Legal Representative, within the meaning of Articles 13 and 14 of UE Regulation 2016/679 (GDPR), informs that the provided personal data are processed in a lawful, correct, and transparent way.

### **1. Purposes and legal basis of the processing**

Provisioned personal data are processed for the performance and the handling of an employment relation or a collaboration, for the fulfilment of the consequent tax and legal obligations, as well as the exercise of the rights of defense of the Controller. The lawful basis of this processing is the engagement letter or the contract, as well as the obligations arising from labor law (Article 6.1.b/c of the GDPR).

### **2. Subject of the processing**

For the purposes referred to above, will be processed identification data (e.g. name/surname, phone, address, e-mail) collected in the pre-contractual steps or following the execution of a contract with the data subject.

In addition to these data, to meet the obligations in the field of labor law and occupational safety, its required the processing of special categories of personal data revealing, for example, racial/ethnic origin, political opinions, trade union membership, as well as health (also of data subject's family).

### **3. Processing method**

The personal data will be processed only by staff with prior authorization and training, in electronic or paper format, also using automated modes suitable to store, manage and transmit it, and always by means of suitable tools, as far as possible up-to-date in technological terms, and to guarantee its security and privacy, also using procedures to avoid the risk of loss, unauthorized access, illicit use and dissemination.

### **4. Provision of personal data**

The provision of personal data for the achievement of the aforementioned purposes, as provided for, should be considered as mandatory; the failure to provide them will not allow on our part to fulfil contractual obligations and establish any relationship with the data subject.

### **5. Data disclosure and transfer**

In pursuing the purposes illustrated, data may be disclosed to various subjects, among which by no way of limitation:

- individuals and entities whose access to that data is recognized by legislative measures;
- physical, legal subjects, public or private, to whom communication is necessary or functional to our activity;
- banks, lawyers, insurances, software or web platforms for the management of our services;
- professional or entities operating in the field of accounting, training, employment safety and consultancy;
- other group companies or shareholdings.

If necessary, and only for our organizational needs, personal data could be transferred to external recipients out of the EEA. In this case the transfer will take place pursuant to international rules in force, as well as against the adoption of suitable measures (such as UE adequacy decision or appropriate safeguards). In no case the provided personal data will be disseminated without authorization.

### **6. Retaining of the data**

Personal data collected for contractual purposes will be processed up to the end of the relationship and will be retained no longer than 10 years in order to fulfill the current obligations in tax matters.

### **7. Rights of the data subject**

The Controller guarantees the rights provided for by Articles 15 to 22 of the GDPR which include: requesting and obtaining access to personal data, rectification, erasure or limitation of their processing, as well as the right to object, in whole or in part, for legitimate reasons, to processing of personal data, to request their portability, to withdraw the provided consent/s and lodge a complaint with a supervisory authority.

These rights can be exercised by sending a communication to the Controller to the references at the bottom of the page. It is understood that, where the access request is submitted by electronic means, the answer will be provided in the same way in standard electronic format.

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#### **EDILMAC SRL**

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