

GENERAL PRIVACY POLICY FOR ALL EMPLOYEES AND CO-WORKERS

The Data Manager Director of **VALLAND S.p.A.** (VAT registration number: 00859800146) in the person of the legal representative *pro tempore* with headquarters in *Lecco (LC) – 23900 – Corso Matteotti n.8/A*

HEREBY INFORMS YOU IN COMPLIANCE WITH THE LEGISLATIVE DECREE NO. 13 OF UE 679/2016 (GDPR) THAT:

The personal data which will be processed: the operation of processing will mostly concern:

- personal data of employees (hired or dismissed from the service);
- information concerning to the working activity, such as: typology of the contract (fixed-terms or permanent, full-time or part-time, etc.), qualification and degrees, professional level, individual salary depending on “*ad personam*” measures, amount of premiums and overtime work, holidays and individual permits (used and residual), absence from work in the cases and under the conditions provided by law or by contracts, transfers in other locations or offices, corrective procedures and measures;
- data regarding health condition, e.g. medical certificates, usually used to justify absences from work or to obtain specific permits and benefits granted by the contracts;

This report does not include the eventual processing of specific or sensitive data by the Director Manager (e.g.: exposition of personal data of the employees in public areas such as bulletin boards, data collected from video surveillance or geo-localization, data concerning belief, political or religious opinions), which is treated in a different and specific report.

Mode of treatment: the personal data of the employees are:

- held in employment-related acts and documents produced by the workers;
- held in paper documents and/or file and digital archives and processed and handled by **VALLAND S.p.A.** in accordance with its working policies and for contract fulfillment purposes;
- made available in registers, bulletin boards and on the website of the company prior consent of the subject (e.g.: for societies providing meal tickets and welfare plans etc.).

Fairness, Lawfulness, Transparency, Accountability: the processing of all personal data will be held in respect of the principles of necessity, lawfulness and fairness of the treated data collected with the consent of the subject except when the processing is justified by other conditions of legitimacy, such as:

- a. the fulfillment of a contract concerning the subject or the fulfillment of pre-contractual measures adopted following a request of the subject;
- b. the protection of vital interests of the subject or of another individual;

- c. the fulfillment of a public interest, or a concern connected with public authority of which the processing supervisor is invested;
- d. the pursuit of legitimate interest of the processing supervisor or of third parties, in the limits of fundamental rights and freedom of the subject, which require the protection of personal data.

Purposes: the processing of data concerning individual workers (including sensitive data) is aimed to fulfill obligations derived from:

- a. the individual contract (e.g.: in order to verify the exact contractor's fulfillment or to evaluate salary, including overtime work or premiums, holidays, permits and legitimate absence from work);
- b. the collective negotiation to determine circumstances concerning an individual working relationship (e.g.: fruition of permits or demands of the union);
- c. the law (e.g.: communications to provident societies).

The Director Manager will not pursue any aim conflicting with the abovementioned purposes or, regardless, any different one.

Data subject's rights: in accordance to the legislation in force and within its limits, You will be able to exercise the rights set out in the Directive of the ART. 13 (UE) 679/2016 (GDPR), and in particular You have:

- (i) the right to transparency on the mode of treatment;
- (ii) the right to receive specific information concerning Your processed data;
- (iii) the right to access to Your held data, to its rectification or cancellation;
- (iv) the right to limit the processing of Your personal data;
- (v) the right to receive notification concerning the events described in the previous paragraphs, the portability (when possible) and to oppose the processing on account of specified and documented reasons;
- (vi) the right to file a complaint to the Authority and to be informed on the existence of violations of data concerning You (*Data Breaches*);
- (vii) the right to withdraw your consent in any moment without compromising the lawfulness of the processing based on the consent before the withdrawal.

Limits to the exercise of the right of access and change of the data: The exercise of the right of access authorize to obtain the communication of the personal data of the applicant; it does not authorize the direct and unlimited access, the addition of new information, the copy or any modification of the documents.

If the amount of information is high the applicant's personal data will be made available as a copy of the entirety of his personal file (digital or physical). The Managing Director will communicate the requested data and will not collect any other kind of data outside of the current data processing (e.g.: correspondence between the employees). The request of change of personal

data provided in the professional profile can occur only if the claimed qualification is documented by formal certification of the employer or of third parties.

Mode of operation of the subject's rights: the abovementioned rights granted by the law and, in particular, the ones to access, change and delete provided personal data must be exercised by filling the application form available in the company and on our website.

All the granted rights are always exercisable free of charge at the *Data Protection Supervisor* designed by the Managing Director prior routing of the request to:

Eng. **RICCARDO SARTIRANA** and/or **VALLAND S.p.A.** - privacy@valland.it

and prior routing of the completed form which must include a valid identification document.

The feedback will occur within 15 days from the receipt of the application or within a maximum of 30 days given previous notice when more complicated operations are required to fulfill the request or for any other justified reason. The feedback occurs in oral form but can be transferred in a paper or telematic document if specifically requested.

Update, modification, correction and deletion of the processed data: the subject will always be able to exercise the right of access to his personal data (but will be excluded from the documentation not concerning him) and it will be possible for him to update, change, integrate, delete, and block it if in violation of the law, or to oppose to the processing due to legitimate reasons exposed in a formal request sent to the abovementioned *Privacy Supervisor*.

The revocation of the consent does not and will never, in any case, compromise the lawfulness of the previous personal data processing.

Storage times of the processed personal data: the personal data of the workers will be held for the required time to pursuit the execution of the obligations due to the individual contract (e.g.: to verify the exact contractor's fulfillment or to evaluate salary, including overtime work or premiums, holidays, permits and legitimate absence from work), to the collective negotiation to determine circumstances concerning an individual working relationship (e.g.: fruition of permits or demands of the union), or to the law (e.g.: communications to provident societies).

In the case of termination of employment, personal data will be held for 10 more years, except for the occurrence of a specific necessity to preserve them for a longer time. However, any additional time to the data storage will always respect the aforementioned principles of lawfulness of the processing provided by article no. 6 of GDPR.

Physical and organizational measures adopted by the Managing Director: organizational and security measures will be adopted to grant an adequate protection of the data of the workers. In particular, it is granted that:

- the areas where the processing of the data of the workers is held are conveniently protected and safe from intrusions; in particular, the data is held in folders accessible just to authorized personnel (the Director Manager and specific personal) and the documents are physically held in locked closets in a locked room;
- personal information which can be referred just to individual workers will only occur in protected ways which exclude any awareness of third parties (e.g.: in emails without subject or in a blank anonymous envelope);
- authorized personnel will be instructed to observe the obligation of professional secrecy, which concerns also colleagues who are not entitled to become aware to specific personal data;
- any access or copy of digital data will be prevented in lack of an adequate system of authentication and/or authorization (CVs will be accessible only to Human Resources Management);
- any accidental acquisition of personal information from third parties will be prevented (e.g.: privacy measures are adopted to grant restricted access); adequate precautions will be implemented in case of a peculiar physical structure of the offices.

Treatment of sensitive categories of personal data: precautions are implemented in case of sensitive data of the workers, such as those which reveal the state of health. This kind of data will be processed in the limits of what is strictly necessary to fulfill the contract.

The Director Manager will process sensitive data that reveals the state of illness of the worker (e.g.: medical examinations) when it determines a temporal or permanent incapacity to work with the following suspension or termination of the contract or the belonging to a peculiar protected category which grant specific treatment in accordance with the law in force.

A specific set of forms has to be used in order to fulfill communication obligations of the abovementioned categories of personal data, e.g. medical certifications (which must be shared with the employer) which reveal the start date and the duration of the illness – the “prognosis”. The “diagnosis” has to be provided by the Institution of reference (e.g.: Inps in Italy) or a provident society in a separate form.

If this kind of data is not presented in separate forms, i.e. when the “prognosis” and the “diagnosis” are included in the same document or certificate, adequate measures will be implemented to grant the privacy of the worker.

All sensitive information is held separately from any other kind of personal data.

The company assigned doctor and medical records of the worker: part of the data processing is held inside the company in accordance to the law in force about health and security measures. The company assigned doctor will examine the workers through precautionary and periodic check-ups updating the medical records held in the company. He or she is charged to process all the medical data and to adopt adequate measures to protect the privacy of the workers.

The employer has no access to the abovementioned records.

Communication of personal data to third parties: the personal data of the worker can be shared with societies or external individuals (recognized as *Data Processing Supervisors*) whose activities are connected to corporate work, such as accountants, CAF, lawyers, public administration etc. In case of data sharing the Director Manager will inform the worker (form "C" available on the Valland website).

Communication with the worker and sharing of the data (Internet/bulletin board): in the case of circulation of information concerning the workers the company will take care of obtaining the consent (form "B"). It will anyway be possible for the employer to share information concerning individual or groups of workers to third parties in anonymous form, e.g.: the amount of overtime work or absence from work.

The communication with the worker will occur respecting adequate adopted measures to prevent an illicit circulation of the data, especially if sensitive (e.g.: using personal emails or suggesting to collect the information directly in the office of reference). The circulation of personal data can occur only if necessary to fulfill the obligations of the contract, e.g. through the billposting of working plans, orders, medical examinations in the bulletin board of the company.

For any other kind of circulation of personal data of the worker the employer must obtain consent.

Copies, publication and update: You can find a copy of this policy on our website www.valland.it The Director Manager ensures in this way the direct of access without the need of a specific authorization. This document and any update or integration will be published and made available to all employees.

Attachment list:

Form "C".

The Director Manager
