

PRIVACY POLICY – Art. 13, 14 REGULATION (EU) 2016/679

Rev.01 of 09/12/2019

In compliance with the obligations deriving from the community legislation, (European Regulation for the protection of personal data n. 679/2016, GDPR), this site respects and protects the privacy of visitors and users, making every effort possible and proportionate to do not infringe on users' rights.

This privacy policy applies to the online activities of this site and to any information collected through channels other than this website.

1 DATA CONTROLLER

ARTI GRAFICHE REGGIANE & LAI S.P.A, VAT number 01409020359 is the data controller of your personal data, in the person of its legal representative, with registered office in Via dell'Industria, 19 42025 Cavriago (RE) - Italia

The contacts of the data controller are:

Phone: 0522 946411

E-mail: artigrafiche@artigrafiche.it

Certified e-mail: amministrazione.artigrafiche@sedocpec.it

2 DATA COLLECTED, PURPOSE, LEGAL BASIS AND STORAGE TIMES

2.1 Data collected by website

Personal data collected	Data processed and purposes	
	Data	Purposes
1. Data collected by log files: IP address, type of browser and parameters of the device used, name of service provider (ISP), date and time of visit, web page of the visitor's origin and exit, country of origin; number of clicks. 2. Data collected in the "contact" section: name, surname, e-mail, message, telephone, address 3. Data collected in "work with us" section: name, surname, e-mail, phone/mobile, resume	1	a) In an exclusively aggregated and anonymous form in order to verify the correct functioning of the site. b) For security purposes (anti-spam filters, firewalls, virus detection), automatically recorded data can be used, in compliance with the applicable laws in force, in order to block attempts to damage the site itself. c) Share the data with the third parties that perform functions necessary or instrumental to the operation of the service, such as for example the management of comments on the site, the request for information, the maintenance of the site, the management of accounting and administration.
	2	d) Contact the data subject in relation to the services and / or information described in the "Support request"
	3	e) Search and selection of personnel
Legal basis of purposes and storage times		
Purposes	Legal basis	Storage times
a), b), c)	legitimate interests	The data is kept for the time strictly necessary
d)	Data subject's consent	The time strictly necessary to respond to the request of the interested party
e)	Data subject's consent	Until the cancellation of the data subject's consent or until the end of the staff selection

The modalities of the processing of the personal data through this website foresee the use of manual, computer and telematic tools (including telephone, e-mail and other computer and/or automated communication systems) and shall be such as to ensure their security, in accordance with the principles of correctness, lawfulness, transparency and protection of data privacy.

2.2 Data collected from other sources

The personal data of the data subjects are collected and processed by ARTI GRAFICHE REGGIANE & LAI S.P.A adequately, pertinently, limited in relation to the purposes, in a lawful, correct and transparent manner.

Personal data collected	Data processed and purposes	
	Data	Purposes
1. Name and surname	1,2,3,	a) Maintenance and updating of administrative accounting and other formalities required by laws, regulations and circulars on tax matters
2. Fiscal code / VAT number	11,12	
3. Address	1, 2, 3	b) Fulfillment of contractual obligations
4. Phone / mobile phone		
5. Email address	1,2,3,	c) Fulfillment of contractual obligations between data controller and suppliers/customers
6. Resume	4,9	
7. identity card	1	d) Keeping of visitor log
8. training certificates		
9. Professional qualifications	1, 3, 4	e) Shipment management
10. Payroll data and contributory regularity related to the staff employed by the suppliers.	1,4	f) send advertising material;
11. Bank data	1, 4, 5	g) Contact the data subjects for service communications h) Contact the data subjects for marketing communications
12. Registration with registers	14	i) Management of health and safety;
13. Video surveillance	6	j) Recruiting staff
14. Personal data for D.Lgs. 81/08	13	k) Protection of corporate assets in relation to the processing of video surveillance; l) Conduct checks on compliance with the rules on the protection of workers included in contracts
Legal basis of purposes and storage times		
Purposes	Legal basis	Storage times
a),d),i),l)	Legal obligations	Until legal deadlines

Personal data collected		Data processed and purposes	
		Data	Purposes
b),c),e),g)	Contractual compliances	Until term of the contract but not before to legal deadlines	
f),h),j)	Data subject's consent	Up to the revocation of consent	
k)	legitimate interests	automatic overwrite after 24/48 hours	

Where the controller intends to further process the personal data for a purpose other than that for which the personal data were collected, the controller shall provide the data subject prior to that further processing with information on that other purpose and with any relevant further information.

Personal data will be processed internally by authorized person only, under the authority of the Data Controller and trained on the regulatory principles and on logical and technological security procedures (article 32, paragraph 4)

For the others

For further and possible processing of data for archiving purposes in the public interest, for scientific or historical research or for statistical purposes (warranties and waivers - art. 89) and in the event that the supplementary communication to the interested parties proves impossible or implies a disproportionate effort, the Data Controller may carry out further processing without informing it until the information is made public, provided that it takes appropriate measures to protect the rights, freedoms and legitimate interests of the data subject.

3 TRASMISSIONE DEI DATI E DESTINATARI

3.1 Data collected by website

The data collected automatically by the web site are processed at the datacenter of Web Hosting. The web hosting Aruba Spa, which is data processor for the processing of personal data, processes data on behalf of the controller, is located in the European Economic Area / is located outside of and acts in accordance with European standards.

The personal data collected from the site will not be sent to third parties, for any reason, unless it is a legitimate request by the judicial authority and only in the cases provided by law.

The personal data collected in the contact section are processed at the establishment of the Data Controller, the references of which are given in Chapter 1. Such data may be provided to third parties where this is necessary for the provision of a specific service requested by the User, or for the performance of security checks or site optimization.

The personal data collected in the "work with us" section may be communicated to other companies of the group if the communication is necessary and functional to such purposes or requested by the user.

3.2 Data collected from other sources

Personal data may be transferred, transmitted or communicated by the holder exclusively to the following subjects or categories of subjects (recipients) for the purposes indicated:

Recipients	Purposes	Legal basis
❖ Health and safety consultants ❖ Doctors and / or medical studies	❖ Occupational health and safety management	❖ Legal obligations
❖ Tax or legal advisers	❖ Maintenance and updating of administrative accounting and other formalities required by laws, regulations and circulars on tax matters	❖ Legal obligations
❖ Collaborators of the company	❖ Job management	❖ Contractual compliances
❖ freight forwarders	❖ Shipment management	❖ Contractual compliances
❖ Italian and foreign judicial authorities and other public authorities	❖ Protection of corporate assets in relation to the processing of video surveillance;	❖ Legal obligations
❖ Hospitals and/or Doctors and/or studies	❖ Contractual compliances	❖ Contractual compliances
❖ Other group companies, including subsidiaries and subsidiaries both established in the European Union and outside the European Union	❖ Internal administrative and group coordination purposes or where they are required to cooperate in the performance of contractual obligations	❖ Contractual compliances

¹The updated list of the group companies is available on the corporate website www.artigrafiche.it. In the event of data guarantees outside the European Union, the Company undertakes to guarantee levels of protection and safeguard, including those of a contractual nature guaranteed according to the established rules, including the stipulation of standard contractual clauses (this is a copy of the commitments entered into with the Group Company in the context of these clauses by request to be sent to the Company at the contacts indicated below). Personal data will not be disseminated in any case.

4 SECURITY MEASURES

This website process the data in a lawful and correct manner, taking appropriate security measures to prevent unauthorized access, disclosure, modification or unauthorized destruction of data. The processing is carried out using computer and/or telematic tools, with organizational methods and logic strictly related to the stated purposes. In particular the site management software is constantly updated, and regularly scanned to verify the presence of viruses and dangerous codes.

In addition to the owner, in some cases, may have access to the data categories of employees involved in the organization of the site (administrative, commercial, marketing, legal, system administrators) or external parties (as third party technical service providers, postal couriers, hosting providers, IT companies).

5 RIGHT OF DATA SUBJECT

The data subject also has the right guaranteed by the data controller of:

- Right of access by the data subject;
- Right to rectification;
- Right to erasure ('right to be forgotten');
- Right to restriction of processing;
- Right to data portability;

Where data are processed in accordance with legitimate interests, the rights of data subjects shall in any event be guaranteed, in particular the right of opposition to processing that can be exercised by sending a request to the controller.

The controller reports that the failure to provide the necessary personal data and therefore marked as mandatory, may make it impossible to execute the contract, if any, while failure to provide data marked as non-compulsory has no consequences for the execution of the request.

Individuals interested in the processing of personal data can exercise their rights and ask for information about the processing of personal data by sending a communication to the e-mail address personale@pec.artigrafiche.it.