



Tecnoindustrie Merlo SPA  
 Via Valle Grana, 58  
 12010 S. Rocco di Bernezzo (CN) Italy  
 VAT no.: 02230290047  
 Tax ID Code: 02230290047

***Privacy notice for employees (interns, trainees...)  
 pursuant to Article 13 of Regulation EU 2016/679 GDPR  
 Data collected from the data subject***

Dear Data Subject,  
 we hereby wish to inform you about the personal data that will be collected and the processing we are going to perform, as well as any information useful to facilitate contact and interaction with our offices.

***Data Controller***

The Data Controller is Tecnoindustrie Merlo SPA.  
 Contact details are as follows:  
 Phone: + 39 0171857023  
 E-mail: [privacy\\_tecnoindustrie@merlo.com](mailto:privacy_tecnoindustrie@merlo.com)

Please find here following some information about the personal data collected and the related processing purposes

PURPOSES	<b>Processing: Payroll and personnel management</b>
<b>Collaboration relationship management</b>	The personal data requested for the processing in question referring to the Data Subject and possibly to your family members will be processed for the management of administrative, accounting, tax and social security aspects inherent in the collaboration relationship established. The provision of data is mandatory. Failure to provide the data makes it impossible to establish and correctly manage the collaboration relationship.
<b>Collaboration relationship management - accessory purposes (use of image)</b>	The personal data requested for the processing in question will be processed, subject to your consent, for purposes ancillary to the relationship of collaboration established, such as the creation of company brochures, promotional videos, publications on the website or social networks, etc. The provision of data is optional: the lack of consent will make it impossible for us to process your image for the purposes mentioned above.
CATEGORIES OF PROCESSED DATA	Personal identification data
	Personal particular data
CATEGORIES OF RECIPIENTS WHICH DATA ARE DISCLOSED TO	Training agencies
	Tax agencies
	Labour consultant

	Insurance companies
	Social security institutions
	External legal services
	Data processing centre
<b>TRANSFER TO THIRD COUNTRIES</b>	No
<b>DATA RETENTION PERIOD OR CRITERIA USED TO DETERMINE THAT PERIOD</b>	During the course of the cooperation contract established
	Civil law 10 years
	Tax law 6 years
	Labour law 5 years
	Until the specific consent is withdrawn
	According to periodic internal procedures for cancelling obsolete information
<b>LEGAL GROUND FOR THE PROCESSING</b>	Performance of a contract
	Legal obligation
	Data Subject's consent
<b>THE PROCESSING INVOLVES AN AUTOMATED DECISION-MAKING PROCESS</b>	NO
<b>THE PROCESSING INVOLVES PROFILING</b>	NO

Your personal data will be processed manually and electronically in compliance with the principles of necessity and relevance by adopting appropriate security measures for the fulfilment of the indicated purposes.

Your personal data will be processed by subjects expressly authorized and trained in matters of personal data protection; the IT technicians and staff overseeing the operation of our IT system will be able to access the data incidentally.

We also inform you briefly that you have the right to request information on your personal data that we are processing, ask for its rectification or erasure, as well as to oppose the processing, request the restriction of the processing and the portability of the data according to the provisions of Articles 15 to 22 of the Regulation EU 2016/679 GDPR (copy of the text of the mentioned articles can be requested at the addresses indicated above).

You are entitled, at any time, to lodge a complaint with a territorially competent supervisory authority.

If the processing is based in whole or in part on your consent, you have the right to freely withdraw it at any time through the contact details indicated above. The processing performed in compliance with the consent given and the related legal effects will remain valid even after the possible withdrawal of the consent.

For any clarification or communication regarding the processing of your data, please do not hesitate to contact us.

The Data Controller is  
Tecnindustrie Merlo SPA

Latest update: 23/07/2018 - Version 1.0

## ***CONSENT***

Having received the privacy notice on the processing of personal data in accordance with European Regulation 2016/679 (GDPR), regarding the use of personal image for the creation of company brochures, promotional videos, publication on the website, social networks, etc.

I consent

I do not consent

to the processing.

The Data Subject: surname and name \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature \_\_\_\_\_