



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

Employees' privacy notice
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 to provide you with 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

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

PURPOSES	Processing: Merlo SPA payroll and staff management
Employment relationship management	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 to the employment relationship established. The provision of data is mandatory. Failure to provide the data makes it impossible to establish and correctly manage the employment relationship.
Employment relationship management - accessory purposes (use of image)	The personal data requested for the processing in question will be processed, subject to your consent, for purposes ancillary to the employment relationship, 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.
Employment relationship management - accessory purposes (company welfare)	The personal data requested for the processing in question will be processed, subject to your consent, for any purposes ancillary to the management of the employment relationship such as the conclusion of supplementary insurance,

	<p>agreements in favour of employees, etc. and communicated to third parties strictly instrumental to the achievement of these purposes. The provision of data and the relevant consent is optional, however, any refusal, or, if data are already in our possession, the refusal to use them, will make it impossible to take advantage of the facilities.</p>
Use of contact details	<p>Contact details given at the time of recruitment will be used for strictly business-related communications and, with your consent, to:</p> <ul style="list-style-type: none"> - communicate any emergency or dangerous situations in which you may be involved - receive information about the initiatives proposed by the Merlo Group - communicate them to A.P.S. Merlo Group so that it can send information about the agreements and services offered.
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
	A.P.S. Merlo Group (CRAL), subject to consent
TRANSFER TO THIRD COUNTRIES	No
DATA RETENTION PERIOD OR CRITERIA USED TO DETERMINE THAT PERIOD	Tax law 10 years
	Labour law 5 years
	During the course of the employment contract established
	Until the specific consent is withdrawn
	According to periodic internal procedures for cancelling obsolete information
	After termination of the employment relationship, the Company will keep your personal data for the fulfilment of contractual and legal obligations, including social security and/or tax obligations
LEGAL GROUND FOR THE PROCESSING	Execution of a contract and/or related pre-contractual measures
	Legal obligation
	Data Subject's consent
THE PROCESSING INVOLVES AN AUTOMATED DECISION-MAKING PROCESS	NO
THE PROCESSING INVOLVES PROFILING	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
Tecnoindustrie Merlo SPA

Latest update: 01/07/2019 - Version 1.1