

 		CUSTOMER PRIVACY POLICY				
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INFORMATION ON THE PROCESSING OF PERSONAL DATA PURSUANT TO EU REGULATION NO. 679/2016

Data controller

METLAB S.r.l.

P.IVA 02458460306 - REA UD-262536

Via Cussignacco, 78/41 – 33040 Pradamano (UD)

Phone: +39 0432/655292

Mail: info@metlab.it

Purpose of the processing: Your personal data, freely communicated and acquired due to the activity carried out by the data controller, will be processed lawfully and fairly for the following purposes:

- **provide for the execution of the obligations arising from the contract to be concluded;**
- **comply with legal obligations related to civil, tax and accounting provisions;**
- **carry out statistical analysis and budget preparation;**
- **apply special contractual conditions;**
- **identify the customer's needs, including qualitative ones;**
- **send advertising and information material;**
- **carry out benchmarking and marketing surveys;**

The data processed (which may be of a common, identifying or particular nature) are updated, relevant, complete and not excessive with respect to the purposes listed above for which they are collected and subsequently processed.

Please note that, subject to consent, special data relating to photographs, suitability for the job, physical aptitude assessments aimed at enrolling in seminars, training courses or skills certification exams may be acquired.

Processing methods: The data will be processed, in compliance with the necessary security and confidentiality, through the following methods: collection of data from the interested party, collected and recorded for specific, explicit and legitimate purposes and used in further processing operations in terms compatible with these purposes, processing carried out with the aid of manual, electronic and automated tools.

Legal basis of the processing: The legal basis for the processing of your personal data is based on the performance of contractual functions and the improvement of the services offered.

Legitimate interests pursued by the Data Controller: The legitimate interests pursued by the Data Controller in the processing of data are consequent to the need to respect and honour the contractual obligations signed between the parties. The lawfulness of the processing is based on the consent manifestly expressed by the data subject, documented in writing or by action in special internet forms.

Mandatory or optional nature of the provision of data and consequences of any refusal to respond: The nature of the provision of data by you is mandatory in order for the data controller to be able to provide the contractual services requested and comply with legal obligations. It is optional in nature for all other purposes.

Disclosure of data to third parties: Your personal data will be processed by the Data Controller and any Data Processors appointed by him. Your data may be communicated following inspections or verifications (if required), to all the inspection bodies responsible for checks and controls relating to the regularity of legal obligations. Your data may also be communicated to external companies/professional firms that provide assistance and labour consultancy or to collaborators of the data controller, in accounting, administrative, fiscal, tax and financial matters, to public administrations for the performance of institutional functions within the limits established by law or regulations. Your personal data will be processed by any joint data controllers such as, for example: certification bodies of people, products, systems, etc., sponsors or partners of events or technical-commercial initiatives. Your personal data are not disseminated outside the limits covered by this policy.

Storage times: The Data Controller will process personal data for the time necessary to fulfil the above purposes and for a further 10 years from the last contractual relationship, unless otherwise required by law or law. Alternatively, your personal data will be stored until you revoke it.

Existence of automated decision-making: Automated decision-making processes could be developed.

Security: The Data Controller has adopted appropriate security measures to protect your data against the risk of loss, misuse or alteration.

Transfer to third countries: The Data Controller will not transfer your personal data to a third country or to an international organization outside the European Union.

Rights of the data subject: The data subject has the right to:

- 1) Obtain confirmation of the existence or otherwise of personal data concerning him/her, even if not yet recorded, and their communication in intelligible form;
- 2) Get the indication:
 - a) of the origin of the personal data;
 - b) of the purposes and methods of processing;
 - c) of the logic applied in the case of processing carried out with the aid of electronic tools;

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- d) the identification details of the data controller, the data processor and the designated representative pursuant to art. 5, paragraph 2, Privacy Code and art. 3, paragraph 1, GDPR;
- e) of the subjects or categories of subjects to whom the personal data may be communicated or who may become aware of them in their capacity as designated representatives in the territory of the State, managers or persons in charge of the processing;
- 3) Get:
- a) updating, rectification, or, when interested, integration of data;
 - b) the cancellation, transformation into anonymous form or blocking of data processed in violation of the law, including those whose retention is not necessary in relation to the purposes for which the data were collected or subsequently processed;
 - c) certification that the operations referred to in letters a) and b) have been brought to the attention, also as regards their content, of those to whom the data have been communicated or disseminated, except in the case in which this fulfilment proves impossible or involves the use of means manifestly disproportionate to the protected right;
- 4) Object in whole or in part:
- a) for legitimate reasons to the processing of personal data concerning him/her, even if pertinent to the purpose of the collection;
 - b) to the processing of personal data concerning him/her for the purpose of sending advertising material or direct sales or for carrying out market research or commercial communication.

In particular, the data subject may at any time ask the Data Controller for access to personal data and the rectification or erasure of the same or the limitation of processing concerning him or her or to object to their processing, as well as the right to data portability. You have the right to withdraw your consent at any time without affecting the lawfulness of the processing based on the consent given before its withdrawal and you have the right to lodge a complaint with a supervisory authority.

How to exercise rights: The interested party may, at any time, exercise the rights reserved to him/her, enshrined in Article 15 of EU Regulation 2016/679 - Right of access to personal data. The exercise of rights can be exercised by writing to the e-mail address: info@metlab.it. The full text of EU Regulation 2016/679 is available on the www.garanteprivacy.it website.

Expression of consent (art. 7 EU Regulation no. 2016/679): You consent to the processing of your personal data....

identifiers in the manner and for the purposes indicated in the information?

☐ I consent to the processing

☐ I do not allow

in the manner and for the purposes indicated in the information?

☐ I consent to the processing

☐ I do not allow

to apply special contractual conditions, identify the customer's needs, carry out marketing surveys, send advertising/information material, subscribe to the newsletter to the following e-mail

Email address:

☐ I consent to the processing

☐ I do not allow

By signing this document, I declare that I have carefully read the content of the information provided pursuant to EU Regulation no. 2016/679. In addition, I undertake to promptly communicate any changes in the data.

Name.....

Surname.....

Company.....

.....
(Place and date)

.....
(signature of the interested party)