

## Notice to Visitors or Outsourced personnel pursuant to Art.13 UE Regulation 679/2016

The Company policies of CGA Technologies S.r.l. concerning safety on working places and information security, deriving from applicable normative about safety (emergency plans, evacuation plans, etc.), require to identify visitors or outsourced personnel, in order to know if not employed personnel are present inside the Company premises and how long they are going to remain there.

Therefore, with this notice, we would like to inform you that, pursuant to art. 13 of UE Regulation n. 679/2016, personal data of yours communicated to our Company will be processed as follows.

### 1. Purposes and ways of processing

Data will be processed with the specific and exclusive aim of identifying visitors, as this identification has an important role in avoiding illicit actions or violations of the correct behavior rules inside the Company, in addition to the rules aimed to protect the Company property.

The same data will be processed by the Data Controller in a lawful manner, according to correctness and with the utmost confidentiality, mainly with electronic and IT tools and stored both on computer media and on paper supports and on any other type of support deemed suitable.

Your data will be used for:

- a) Recording when you enter or leave the Company premises
- b) Checking the outsourced personnel presence in the Company premises at the end of the working day
- c) Checking the presence of people in case of emergencies or potential emergency drills

We would like also to inform you that no copy of identity documents will be made.

Your data in our access records will be kept for a 1 month time and then destroyed.

### 2. Compulsory nature

We would like to inform you that providing your data for this specific purpose is compulsory.

### 3. Consequences of a refusal in providing your data

Refusing to provide us with one or more compulsory data or not allowing us to process them may imply the impossibility for you to enter our premises.

### 4. People to whom your data could be communicated

Personal data are not going to be spread and will be not communicated to external people or not authorized people, except when required by the normative in force (e.g. following a specific request of the Public Authorities).

## 5. Rights of the concerned people

The concerned person has got the rights mentioned in art. 15 GDPR and more precisely:

- Having the confirmation that his/her personal data, even if not recorded yet, exist or not;
- Having information about:
  - a) Origin of the personal data
  - b) Aims and ways of their processing
  - c) Which logic is used in case they are processed by electronic devices
  - d) The personal data of the person in charge of the processing, of the responsables and of the representatives nominated on the basis of art. 3, point 1, GDPR; and of people or categories of people to whom personal data could be communicated or that could know them in their position of nominated representatives within the Country territory
- Having:
  - a) Update, change or, in case of interest, integration of the data
  - b) Cancellation, anonymous transformation or the stop of the processing when a violation of law occurs, including those data whose keeping is not necessary with reference to the aims for which the data themselves have been collected and then processed
  - c) The proof that the actions mentioned at letters a) e b) are known (including their content) by those to whom the data have been communicated, with the exception of the case when this appears impossible or implies the use of means which are clearly excessive in comparison to the right to protect
- Taking position against, totally or partially, for legitimate reasons the processing of personal data concerning you, even if pertinent to the purpose of collection
- Revoking the consent
- Having the right to file a suit or a complain to the Authority in charge of the control.

When applicable, the concerned person has the rights foreseen at art. 16-21 GDPR (to change, to oblivion, to reduce the processing, to transmit the data, to take position against).

## 6. Person in charge for processing the data

The company in charge of processing your data is CGA Technologies S.r.l. with headquarters in Via dell'Industria, 22 - 33043 Cividale del Friuli (Italy) – Fiscal code e Partita I.V.A. 02575170309 – Tel. +39.0432.705111 – Fax +39.0432.705290 – E-mail [info@cgatech.it](mailto:info@cgatech.it), on behalf of his legal representative.

In order to exercise the above mentioned rights foreseen by art. 15 of UE Regulation 679/2016, the concerned person will send a specific request in writing to the person in charge of the data processing in our headquarters, sending an e-mail to the following address: [privacy@cgatech.it](mailto:privacy@cgatech.it), or via registered or not registered mail, or via PEC [cga.technologies@legalmail.it](mailto:cga.technologies@legalmail.it).

## 7. Changes of Privacy policy

This document, together with the other technical and operative ones, rules the ways in which personal data provided by the concerned people, directly or indirectly, are processed. The potential introduction of new sector rules and the continuous analysis and update of services for users, might imply the need of change those ways. Therefore our documents might be modified time by time, so you are invited to ask the data processing responsible for any clarifications, sending a request to the above mentioned addresses or visiting our web site at:

<http://www.cgatech.it>

Cividale del Friuli, 27/06/2019