

# MANUALE PRIVACY

**ANTAL SRL**

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Documentazione redatta in ottemperanza a quanto disposto dal GDPR 2016/679 "Regolamento generale sulla protezione dei dati" e dalla normativa nazionale vigente

**OBJECT: Data Processing Policy pursuant to and in accordance with artt. 13 and 14 GDPR 2016/679 and current national legislation concerning data protection.**

For the establishment and management of the employment relationship with you, the Company processes data which are related to you or to your family members and qualify as personal data under GDPR 2016/679 and current national legislation.

## Data Controller.

The Data Controller is ANTAL SRL, located in Via del Progresso, 10 - 35127 Padova (PD).

## Purposes and lawful basis of the processing.

The data are collected and processed in order to pursue:

1. verification of the recruitment requirements (processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract in accordance with art. 6 par. 1 let. b) GDPR 2016/679; processing is necessary for compliance with a legal obligation to which the Controller is subject in accordance with art. 6 par. 1 let. c) GDPR 2016/679);
2. establishment of the employment, where not already established (processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract in accordance with art. 6 par. 1 let. b) GDPR 2016/679);
3. carrying out mandatory or voluntary training courses (processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract in accordance with art. 6 par. 1 let. b) GDPR 2016/679; processing is necessary for compliance with a legal obligation to which the Controller is subject in accordance with art. 6 par. 1 let. c) GDPR 2016/679);
4. compliance with contractual obligations, including collective agreements, related to the employment relationship (processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract in accordance with art. 6 par. 1 let. b) GDPR 2016/679);
5. compliance with legal obligations, particularly the fulfilment of all the procedures pursuant to current legislation concerning taxes, insurance, Occupational Health and Safety, Privacy and Environment (processing is necessary for compliance with a legal obligation to which the Controller is subject in accordance with art. 6 par. 1 let. c) GDPR 2016/679);

Where applicable in relation to the contract type, and where necessary in order to comply with legal obligations and exercise rights connected with employment and social security and social protection law, the Company may process special categories of personal data under the rules of art. 9 GDPR 2016/679, which may reveal:

- a) a general state of health (absence due to illness, maternity, injury or mandatory hiring), as well as suitability for certain job positions (the outcome is expressed by medical staff after pre-emptive/periodical medical examinations, or medical examinations performed at your request);
- b) trade union membership (taking office and/or requesting withholdings for trade union fees), political membership or election in public offices (permits or leave), religious beliefs (religious holidays available by law);

Special categories of personal data concerning the state of health, processed by the occupational physician during the fulfilment of pre-emptive and periodical medical examinations, will only be processed by the physician himself as an autonomous data controller. The physician will communicate to the employer exclusively the suitability assessment.

The potential processing of judicial data (personal data relating to the execution of provisions of the judicial authority, criminal convictions and offences, emanation of security measures or other acts limiting personal freedom) shall only be carried out if requested or authorized by law, and strictly within the limits of the purposes mentioned in this policy.

The collection and registration of data will be carried out for specified, explicit and legitimate purposes and in a manner that is compatible with these purposes, in relation to the processing that is required for conducting business activities. So that the data are accurate and, where necessary, kept up to date. So that the data are adequate, relevant and limited to what is necessary in relation to the purposes for which they are collected and subsequently processed in accordance with GDPR 2016/679 and current national legislation.

Personal data may be processed with both paper and telematic means, or in any case with means suitable for recording and memorizing the data, and, in any case, their safety is guaranteed, and the utmost confidentiality of the data subject is protected. Specific security measures are observed to prevent data loss, unlawful or incorrect use, and unauthorized access in full compliance with art. GDPR 2016/679 and the current national legislation.

## Mandatory or optional nature of the provision of personal data and consequences of failure to provide such data.

The provision of personal data is mandatory in order to comply with legal obligations and to establish or perform the contractual relationship, thus refusal to provide such data – entirely or partially – may make it impossible for the Company to perform the contract or to correctly comply with all the obligations related to the employment relationship.

## Recipients or categories of recipients of personal data.

Without prejudice to the communications made in accordance with legal obligations, all collected and processed data may be communicated in Italy and/or abroad, exclusively for the purposes stated above, to:

- Public entities (INPS, INAIL, Provincial Labour Office, Tax Offices, Public and Local Administrations and Bodies, etc.);
- Data concerning health or judicial data as well, to Legal Entities, both Private and Public, Bodies and Associations, in order to comply with L. 81/08 and/or Laws and Regulations, also Regional and/or Local;
- Social security and welfare funds;
- Medical Practices, in compliance with legal obligations concerning hygiene and occupational health and safety;
- Insurance Companies and Credit Institutions;
- Trade Union Organisation to which you have given specific mandate;
- Supplementary Funds;
- Business organisations to which the Company is party;

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ANTAL SRL		Partita IVA/C. Fiscale: 00699000287	

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Personal data may be processed by employees and co-workers assigned to the competent Company offices, explicitly authorized in accordance with art. 29 GDPR 2016/679 and current national legislation. Personal data may be communicated to public and private entities within the provisions of current Laws and Regulations as well as the consequent obligations for the Company, or with your explicit consent.

The data provided may also be communicated to professionals and/or Companies responsible for consulting activities related to training courses, labour law, technical field, development, management and administration – accounting, within the provisions of the current laws and regulations as well as the consequent obligations for the Company. In this case, these subjects will identify as Data Processor under art. 28 GDPR 2016/679 and current national legislation.

The complete and up-to-date list of the Data Processors is available, upon request of the right holders, at the headquarters of the Data Controller.

## Transfers of personal data abroad.

Your data may be communicated and/or transferred abroad only to perform the contractual obligations and/or the mandate to which you are party, or in order to take steps at your requests before entering into a contract, or to enter the contract or to perform it, in your favour, in full respect of art. 44 s.s. GDPR 2016/679, or for strictly technical reasons due to the structure of the company IT System and/or for the implementation of technical and organisational measures which the Data Controller has deemed adequate (art. 32 GDPR 2016/679).

## Data retention.

Provided data, which constitutes your Service Record, shall be retained in our filing system even after the termination of the employment relationship in order to comply all potential obligations arising from the conclusion of the employment relationship itself, as well as in relation to the need of the Company to demonstrate the correct fulfilment of legal and contractual obligations, also provided by sectoral legislation, and in any case under the rules of art. 5 GDPR 2016/679 ('storage limitation').

Verifications on data obsolescence in relation to their purposes are performed periodically.

## Rights of the data subject.

In relation to such personal data, the Data Subject can exercise his rights within the conditions set by artt. 15-22 GDPR 2016/679 and current national legislation. In the case of signing any kind of consent to data processing upon request of ANTAL SRL, it shall be noted that the Data Subject may withdraw it at any time, without prejudice to mandatory obligations in accordance with legislation applicable at the time of the request, by contacting the Data Controller at the following e-mail address: antal@antal.it.

## Right to lodge a complaint.

If any data subject deems that the processing of his personal data is occurring in violation of the requirements of GDPR 2016/679, he has the right to lodge a complaint to the Data Protection Authority, pursuant to art. 77 GDPR, or to refer to the competent courts (art. 79 GDPR 2016/679).

Padova, 23/10/2020

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