



Casale sul Sile, 11/01/2022

Doc. No. D03381275 -

Oggetto - Subject : EMPLOYEES AND PARTNERS FORM

PRIVACY POLICY (employment relationships) pursuant to and for the purposes of art. 13, of the EU Regulation n. 2016/679 and the adaptation to the Italian law Legislative Decree 101/2018 relating to the protection of individuals with regard to the processing of personal data, as well as the free circulation of such data and which repeals Directive 95/46/CE.

We want to inform you that the European Regulation n. 679 of 27 April 2016 and the adaptation to the Italian law Legislative Decree 101/2018 of 19 September 2018 on the processing of personal data provides for the protection of individuals in connection with the processing of personal data. Pursuant to article 13 of the EU Regulation n. 2016/679, we therefore provide you with the following information:

1. Identification of the Data Controller (and any other subjects)

The Data Controller is PM FORMING s.r.l. based in Via Valli 15, Casale sul Sile (TV), 31032.

The Data Processor is the Chief Executive Officer Renzo Pizzolato.

The Data Processors are Mauro Pesce: plant manager, Monia Birello: administrative manager, Francesca Voltolina: Purchasing Department, Serena Pizzolato: DPC operator, Giorgio Pizzolato: DPC manager.

2. Purpose of the treatment

The processing of personal data, even particular ones (previously "sensitive data"), provided during the recruitment or subsequently, is aimed solely at the establishment and management of the employment relationship, the management of tax, social security and insurance data, as well as fulfilling the relevant obligations connected with safety at work and as established by laws, contracts and company regulations.

The legal basis that justifies the processing of data is represented by the employment contract, by the fulfilment of legal obligations, as well as by the explicit consent.

3. Processing methods

In relation to the aforementioned purposes, the data are subject to computer and paper processing. The data will be entered in the records and registers required by law and will be transmitted to the social security institutions and financial offices in compliance with the provisions of the law for employers. All data processing operations are implemented in such a way as to ensure the integrity, confidentiality and availability of personal data.

4. Data retention period

The data provided will be stored for the entire duration of the employment relationship and for a subsequent period up to 11 years.

5. Scope of communication and dissemination of data

The data may be disclosed to:

- all subjects whose right of access to such data is recognized by virtue of regulatory provisions;
- to our collaborators, employees, as part of their duties in charge of processing the data, only data referring to working hours, dates and times of absence, email address assigned by PM FORMING, mobile number assigned by PM FORMING;
- to customers and suppliers only data relating to email addresses assigned by PM FORMING, mobile number assigned by PM FORMING for communication purposes;
- to all those natural and / or legal persons, public and / or private when the communication is necessary or functional to the establishment and management of the employment relationship, in the manner and for the purposes illustrated above, in particular to:
 - Payroll processing center: Studio Gallo, Scorzè (VE): all data and documents necessary to manage the employment relationship;
 - Banks: Unicredit and Monte dei Paschi di Siena: only the data to make salary transfers.



6. Rights pursuant to art. 15, 16, 17 18, 20, 21 and 22 of the EU REGULATION 2016/679

We inform you that as an interested party, in addition to the right to fill a complaint to a supervisory authority, you also have the rights listed below, which you can assert by making a specific written request to the Data Controller and / or the Data Processor, such as indicated in point 1.

Art. 15-Right of access

The interested party has the right to obtain from the data controller confirmation as to whether or not personal data concerning him is being processed and, in this case, to obtain access to personal data and information regarding the processing.

Art. 16 - Right of rectification

The interested party has the right to obtain from the data controller the correction of inaccurate personal data concerning him without undue delay. Taking into account the purposes of the processing, the interested party has the right to obtain the integration of incomplete personal data, also by providing an additional declaration.

Art. 17 - Right to cancellation (right to be forgotten)

The interested party has the right to obtain from the data controller the cancellation of personal data concerning him without undue delay and the data controller is obliged to cancel the personal data without undue delay.

Art. 18 - Right to limit the processing

The interested party has the right to obtain from the data controller the limitation of the processing when one of the following hypotheses occurs:

- a) the data subject contests the accuracy of the personal data, for the period necessary for the data controller to verify the accuracy of such personal data;
- b) the processing is unlawful and the interested party opposes the cancellation of personal data and requests instead that its use be limited;
- c) although the data controller no longer needs them for processing purposes, the personal data are necessary for the data subject to ascertain, exercise or defend a right in court;
- d) the interested party opposed the processing pursuant to Article 21, paragraph 1, pending verification of the possible prevalence of the legitimate reasons of the data controller with respect to those of the interested party.

Art. 20 - Right to data portability

The interested party has the right to receive in a structured format, commonly used and readable by an automatic device, the personal data concerning him provided to a data controller and has the right to transmit such data to another data controller without impediments from part of the data controller to whom he provided them. In exercising their rights regarding data portability pursuant to paragraph 1, the interested party has the right to obtain the direct transmission of personal data from one data controller to another, if technically feasible.

Art. 21 - Right to opposition

The interested party has the right to opposition at any time, for reasons connected to his particular situation, to the processing of personal data concerning him pursuant to article 6, paragraph 1, letters e) or f), including profiling on the basis of these provisions.

Art. 22 - Right not to be subjected to automated decision-making, including profiling

The interested party has the right not to be subjected to a decision based solely on automated processing, including profiling, which produces legal effects concerning him or which significantly affects his person in a similar way.

Place and date _____

The Data Controller _____

For acknowledgment of the interested party _____

CONSENT TO THE PROCESSING OF PERSONAL DATA EU REGULATION 2016/679 AND ADAPTATION TO THE ITALIAN LAW
LEGISLATIVE DECREE 101/2018 OF 19 SEPTEMBER 2018

the undersigned _____, born in _____
on ___ / ___ / _____, Tax Code _____, resident in _____ declares to have
received the information referred to in art. 13 of EU Regulation 2016/679, in particular with regard to the rights recognized by EU
Regulation 2016/679 and declares to consent, pursuant to and for the purposes of art. 7 and following of the Regulations, to the
processing of personal data, including particular ones, in the manner and for the purposes indicated in the information itself, in any
case strictly connected and instrumental to the management of the employment relationship.

Place and date _____

Signature _____

The interested party accepts that the employee and collaborator data used in the context of their duties, relating to colleagues, will
be used solely and exclusively for purposes and in the workplace and will not be disclosed to third parties without the express
consent of colleagues.

7. Withdrawal of consent to treatment

Please note that, pursuant to art. 7 of the Regulation, the right to withdraw consent to the processing of personal data in writing is
recognized.

The revocation can be performed after having accessed your personal data, and only after having sent the data revocation form by
registered letter to PM FORMING s.r.l. - Via Valli 15 - 31032 Casale sul Sile (TV).

To exercise the rights provided for in articles from 16 to 22 of EU Reg. 679/16, the interested party must send a specific written
request, through the appropriate forms, which can be downloaded from our website at www.pmforming.com, addressed to PM
FORMING s.r.l. - Via Valli 15 - 31032 Casale sul Sile (TV) - Italy.