

## PRIVACY POLICY VISITORS

GIESSEGI INDUSTRIA MOBILI S.p.a US wishes to inform you about the processing of your personal data.

This privacy policy is provided in accordance with the principles of transparency and fairness and in compliance with your rights, pursuant to EU Regulation 2016/679 on personal data protection (GDPR)

### DATA CONTROLLER

The Data Controller is GIESSEGI INDUSTRIA MOBILI S.p.a US, via Bramante, 39, Appignano (MC), established in the European Union, which can be contacted at the following: telephone +39 0733 400811, email [info@giessegi.it](mailto:info@giessegi.it).

### PRIVACY REPRESENTATIVE

GIESSEGI INDUSTRIA MOBILI S.p.a US has identified a privacy representative who can be contacted for information regarding personal data processing, the exercise of data subjects' rights, the security measures and policies adopted and the list of data processors who process personal data.

The privacy representative can be contacted at the address: [privacy@giessegi.it](mailto:privacy@giessegi.it)

### DATA ORIGIN

The data is acquired directly from you, when you provided it on entry to our offices and production facilities.

In some circumstances, some of your personal data may be provided beforehand by your organisation when organising your visit.

### CATEGORIES OF PERSONAL DATA

The processing concerns:

- personal identification data, such as first name, surname, company name or name of the organisation for which you work
- any contact details: email, telephone
- Images captured by video surveillance systems, for the processing of which one should refer to the specific privacy policy.

Depending on the purpose of your visit, you may be asked to indicate the type and number of your identity document.

As a general rule, personal data classified as "sensitive" data, i.e. data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs or trade union membership, genetic data, biometric data intended to uniquely identify a natural person, data concerning health or data concerning a person's sex life or sexual orientation, are not processed.

If there are specific needs to collect and process sensitive data or data relating to criminal convictions and offences, we will inform you accordingly by supplementing this privacy policy.

### PURPOSE AND LEGAL BASIS OF THE PROCESSING

Your personal data will be processed for the purposes associated with:

- the organisation and management of visits to our production facilities and offices, also from a safety perspective, for the purpose of correct and timely management of any personal protective equipment (PPE) required for access
- the protection of those present in the production facilities, even temporarily, for example to register their presence in the event of any incidents
- the prosecution of all forms of offences against property assets and personnel

The legal basis for the processing is the legitimate interest of the Data Controller aimed at protecting company assets and the safety of individuals (Article 6(1)(f) of the GDPR).

## PROCESSING METHODS

Processing is carried out using procedures and tools, including IT tools, suitable for ensuring the confidentiality, integrity, and availability of the data in the ways and within the limits necessary to achieve the aforementioned purposes and in compliance with the technical and organisational security measures adopted by our organisation.

Your personal data is processed exclusively by authorised and trained personnel, who are granted access to your personal data to the extent and within the limits required to perform the processing activities.

Data deemed excessive or irrelevant for the purposes of the processing will be deleted or not used except for the possible retention, in accordance with the law, of the deed or document containing it.

## AUTOMATED DECISION-MAKING PROCESS AND PROFILING

No automated decision-making processes, including profiling, are used and the same applies to smart or integrated video surveillance systems.

## DURATION OF PROCESSING

The personal and contact details collected to allow access to the production facilities and offices will be retained for a maximum of 6 months.

Images collected by video surveillance systems are stored for 72 hours, unless prolonged storage is required in the event of any unlawful activity. In this case, the images will be retained as evidence until the end of the relevant proceedings, whether internal or judicial, before any competent authority.

## OBLIGATION OR OPTION TO PROVIDE DATA

The provision of personal data is obligatory in order to gain access to our production facilities and offices.

## DATA RECIPIENTS

The following may gain knowledge of your data: the reception, internal administrative and secretarial departments, employees and contract workers. All persons accessing your data are appropriately authorised, trained and bound by confidentiality obligations.

Your data may be disclosed to:

- public or private entities that can access it pursuant to legal, regulatory or EU legislative provisions, within the limits set by such provisions
- our consultants, to the extent necessary to carry out their duties within our organisation, following

a designation that imposes confidentiality and security obligations

- parties who perform or provide specific services, for example IT service providers, suppliers entrusted with maintaining the access systems, security services and providers of video surveillance system maintenance services.

The disclosure of your personal data is limited exclusively to the data necessary to achieve the specific purposes it is intended for.

All parties who process data on behalf of the Firm are designated as Data Processors and are required to comply with measures designed to ensure the protection of your personal data, pursuant to Article 28 of the GDPR.

Your data will not be disseminated (for example, through online publication) unless we specifically request it and you have given your explicit consent.

## TRANSFER OF DATA OUTSIDE THE EU

Your personal data will not be transferred to third parties outside the European Union.

## YOUR RIGHTS

At any time you may exercise the rights granted to you, pursuant to Articles 15 to 22 of EU Regulation 2016/679, namely:

1. request confirmation of whether or not any of your personal data is being or has been processed;
2. obtain information regarding the purposes of the processing, the categories of personal data processed, the recipients or categories of recipients to whom the personal data has been or will be disclosed, the data retention period or the criteria used to establish it;
3. update or rectify your personal data, so that it is always accurate;
4. erase personal data when no longer necessary for the purposes of the processing, if the legal conditions exist and the processing is not justified by any other legitimate reason;
5. restrict the processing of personal data, where the conditions exist, including inaccuracy, objection to the processing, or unlawful processing.
6. obtain data portability, if the processing is carried out on the basis of a contract and with automated tools, i.e. receive the data in a structured, commonly used and machine-readable format, also for the purpose of transmitting it to another data controller;
7. the right to lodge a complaint with a Supervisory Authority: without prejudice to any other administrative or judicial action; the complaint may be submitted to the Italian Data Protection Authority (in Italy [www.garanteprivacy.it](http://www.garanteprivacy.it), Tel. +39 06696771, email [urp@gpdp.it](mailto:urp@gpdp.it)). Or to the supervisory authorities established in another EU country, if the necessary conditions exist, such as you having a different residence or the violation of the law occurring in a different Member State.

To exercise these rights, you may contact the Data Controller, GIESSEGI INDUSTRIA MOBILI S.p.a US, with an informal request. The contact details are provided at the beginning of this privacy policy and GIESSEGI INDUSTRIA MOBILI S.p.a US will act accordingly and promptly.

If GIESSEGI INDUSTRIA MOBILI S.p.a US intends to process your data for purposes other than those set out in this privacy policy, it will inform you before doing so and, if necessary, obtain your consent.

## UPDATES

GIESSEGI INDUSTRIA MOBILI S.p.a US updates the internal policies and practices it has adopted for the protection of personal data whenever necessary and in the event of regulatory and organisational changes that have an impact on the processing of personal data.

Any updates to this privacy policy will be made available promptly and through appropriate means.