

Incas Spa S.U.

via Milano 16
13856 Vigliano Biellese (BI)
Tel: 0158130370
P.IVA 01264020023

Personal data processing policy under articles 13-14 EU Regulation 2016/679

Category of data subjects: Consultants and freelancers, also in association.

Incas s.p.a. S.U., as Controller of your personal data, according to and by the effects of the EU Regulation 2016/679 (General Data Protection Regulation), informs you that the aforementioned law provides for the protection of data subjects with respect to the processing of personal data. This treatment will be based on principles of fairness, lawfulness, transparency and protection of your privacy and your rights.

Your personal data will be processed in accordance with the legislative provisions of the aforementioned law and the confidentiality obligations laid down therein.

Purposes and legal basis of the processing: in particular, your data will be processed for the following purposes, related to the implementation of the fulfilment of legislative or contractual obligations:

- Obligations required by law in taxation and accounting;
- Hygiene and safety at work;

Your data will also be processed for the following purposes related to the implementation of the following legislative or contractual obligations:

- Activity planning;

For the purposes of the indicated processing, the Controller may be informed of personal data relating to criminal convictions or crimes pursuant to art. 10 of the GDPR and in particular: information concerning judicial measures, information concerning the status of defendant or suspect under articles 60 and 61 of the criminal procedure code.

Modality of data processing. Your personal data may be processed in the following ways:

- Processing by electronic calculators;
- Manual processing by paper archives.

Each treatment is carried out in compliance with the modalities set out in articles 6 and 32 of the GDPR and through the adoption of the appropriate security measures.

Your data will be processed only by personnel expressly authorized by the Controller and, in particular, by the following categories of privacy officers:

- Human Resources department;
- Management;
- Administration department;
- Quality & Safety management.

Communications: your data may be communicated to third parties for a correct management of the relationship, in particular to all categories of the data subjects, including all the Processors duly appointed:

- Banks and credit unions;
- Customers and users;
- Consultants and freelancers, also in association.

Disclosure: your data may be disclosed via:

- **Agenda X**;
- Interactive notice board.

Your personal data may also be transferred, only with regard to the purposes indicated above, in the following States:

- EU Countries;
- Republic of San Marino;
- Switzerland.

Storage period: please note that, in accordance with the principles of lawfulness and purpose limitation, as set by the article 5 of the GDPR, the storage period of your personal data is:

- Established for a period of time not exceeding the achievement of the purposes for which they are collected and processed for the execution and completion of the contractual purposes;
- Established for a period of time not exceeding the completion of the services provided;
- Established for a period of time not exceeding the achievement of the purposes for which they are collected and processed and in compliance with the mandatory time limits prescribed by law.

Controller: the Data Controller, according to the Law, is Incas S.p.A. S.U. (via Milano 16 , 13856 Vigliano Biellese (BI); e-mail: mbadone@incasgroup.it; telephone no: 0158130370; VAT no: 01264020023) in the person of its legal representative pro tempore.

You have the right to obtain from the Controller the erasure (right to be forgotten), restriction, updating, rectification, portability, objection to the personal data processing, as well as in general can exercise all the rights established by the articles 15, 16, 17, 18, 19, 20, 21, 22 of the GDPR.

EU Regulation 2016/679: Articles 15, 16, 17, 18, 19, 20, 21, 22 - Rights of the data subjects.

1. The data subject has the right to obtain confirmation of the existence or not of personal data concerning him / her, even if not yet registered, and their communication in intelligible form, and the possibility to complain to the supervisory authority.
2. The data subject has the right to obtain the indication:
 - The origin of personal data
 - Of the purpose and modalities of data processing;
 - Of the logic applied in case of processing provided by electronic means;
 - Of the identity and the contact details of the controller, of the legal representative and of the designated data protection Officer according to article 13;
 - Of the subjects or categories of subjects to whom the personal data may be communicated or who can learn about them in quality of legal representative in the territory of the State, Processors or privacy officers.
3. The data subject has the right to obtain:
 - a) Updating, rectification or, when interested, integration of data;
 - b) The erasure, transformation into anonymous form or data block processed unlawfully, including data whose retention is unnecessary for the purposes for which the data were collected or subsequently processed;
 - c) The attestation that the operations referred to in letters a) and b) have been brought to the attention, also with regard to their content, of those to whom the data have been communicated or disclosed, except the case in which this fulfilment proves impossible or involves a use of means manifestly disproportionate to the protected right;
 - d) Data portability.
4. The data subject has the right to object, in whole or in part:
 - For legitimate reasons, the processing of personal data concerning him/her, even if pertinent to the purpose of the collection;
 - To the processing of his/hers personal data for the purpose of sending advertising or direct marketing material or for carrying out market research or commercial communication.

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Use of personal data consent:

Date :..... Place :

Name, Surname.....

The undersigned concerned, having acquired the information provided by the data controller pursuant to article 7 of EU Reg. 2016/679, (information document No. 14218.51.372312.1143675):

Do you consent to the disclosure of your personal data?

YES NO customers and users

Signature:
