

**PRIVACY POLICY PURSUANT TO EU REGULATION 2016/679, hereinafter also referred to as GDPR (updated on 3 August 2020). This information is updated as part of a policy of constant review of information. For previous versions of this notice, please contact the Data Controller)**

1. **General Information:** Metalarredo s.r.l. (hereinafter also referred to as the "Data Controller" or "Company") hereby informs you that it will process the personal data provided by you in the form or after filling in the form for the purposes indicated below. Only data required to achieve the purposes of this privacy policy shall be requested and processed.
2. **Purposes and legal basis:** The Data Controller may process data:
  - A. In order to **follow up on your request for information and, therefore, to do everything necessary to fulfil your request.** The processing is based on the following legal basis: consent of the data subject.
  - B. The data may also be processed by the Company at any time in order to **fulfil an obligation required by law, an EU regulation or standard and for legitimate interests, such as to enforce or defend a right of the Company.** The processing is based on the following legal basis: fulfilment of legal obligations as the pursuit of legitimate interests
2. **Mandatory or optional nature of data provision:** Provision of data for the purposes referred to in point 2, letter A of the policy is optional. However, the failure to provide data may make it impossible to fulfil the request. Consent for the purposes referred to in point 2, letter A of this policy is optional (and can be withdrawn at any time by contacting the Data Controller). However, the failure to give consent will make it impossible to fulfil the request. Provision of data for the purposes referred to in point 2, letter B of this policy is necessary and the failure to provide such data will make it impossible to fulfil the request.
3. **Categories of data recipients:** the data collected and processed for the purposes referred to in point 2, letter A above may be communicated to forwarding agents if a request is made to send information material in paper form. For the purposes referred to in point 2, letter B, the data will not be communicated to third parties. The Company will only communicate data indispensable to pursue the single purposes indicated in this policy. The Company may then delegate the processing of data on its behalf to all those subjects specifically delegated to process data (marketing staff, staff in charge of managing the website, including those external to the Data Controller - e.g. legal advisors, IT technicians - staff in charge of managing the website including those external to the Company, various internal subjects belonging to the sector to which the request is addressed) and data processors (appointed by the Data Controller), including those external to the Data Controller (such as IT outsourcers and website management companies). The list of Data Processors is available by contacting the Data Controller.
4. **Data Retention:** Data will be retained and processed by the Data Controller for the time necessary to pursue the purposes contained in this policy. The data retention period is as follows:
  - for legal obligations, regulations and community legislation, data may be kept for the periods imposed by these regulatory sources;
  - for the purposes referred to in point 2, letter A of this policy, data may be kept until the request for information is fulfilled
  - in any case, all data may be kept for a time necessary to enforce or defend the Data Controller's rights according to Italian and European laws.
5. **Data Controller:** The Data Controller is METALARREDO S.R.L based in Via Marco Polo no. 15, San Fior (TV) Tel. 0438.430198 email [info@metalarredo.it](mailto:info@metalarredo.it)
6. **Rights:** we inform you that the GDPR provides for the possibility of the data subject to ask the Data Controller (at the above addresses) to access personal data and to correct or cancel them or limit their processing and to the portability of said data; the data subject also has the possibility to object to the processing of data and to exercise the other rights contained in Chapter 3, section 1 of the GDPR, including the right to withdraw consent, where provided: the withdrawal of consent shall not affect the lawfulness of the processing based on consent given before its withdrawal.
7. **Complaints:** the data subject has the right to lodge a complaint with the Italian Data Protection Authority, whose references are found at [www.garanteprivacy.it](http://www.garanteprivacy.it)
8. **Processing methods:** the data may be processed by the Data Controller on paper, manually and using computer and/or automated systems (therefore, it may store and process data on paper and computer). The Data Controller shall retain and process the data by adopting all the measures necessary for the protection of said data, in compliance with all the regulations in force (and therefore also in compliance with the principles of fairness, lawfulness, transparency and protection of the confidentiality and rights of data subjects) and with logics strictly related to the purposes indicated in this policy. Data will be processed exclusively to achieve the purposes indicated in this policy. The data will be stored, as far as the Data Controller is concerned, at the offices of the Data Controller and at the Data Processors appointed by the Data Controller (as well as third parties indicated in this policy to whom the data are communicated and who process them in their capacity as independent data controllers). The data will also be entered in databases, including computer databases.
9. **Curriculum:** if CVs are sent, they will be processed only for personnel selection purposes (by personnel management staff) and will not be communicated or disclosed to third parties. Special data (e.g. data that reveals state of health, religious beliefs, etc.) are not requested, and if present, will only be processed for assessment and if required by current legislation (e.g. protected categories). The data may be stored for one year unless a request for cancellation is made.