

Privacy Policy – Art. 13 – EU Regulation no. 679/2016

The above legislative provisions govern the confidentiality of personal data and impose a number of obligations on those who process information about other natural persons. The obligations to be met include adequately informing the natural person to whom the data relate (**Data Subject**) about the way his/her data is used, so that the consent for the processing of the data is given freely and in an informed way.

Personal data shall mean any information relating to an identified or identifiable natural person (“data subject”); an identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identification element, such as a name, an identification number, location data, an online ID, or to one or more factors specific to his physical, physiological, genetic, mental, economic, cultural or social identity;

Processing of personal data shall mean any operation or set of operations which is performed upon personal data or a set of personal data, whether or not by automatic means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, blocking, erasure or destruction.

The processing of personal data can be defined as lawful if at least one of the following conditions is met:

- The data subject has given his/her consent for the processing of his/her own personal data for one or several specific purpose(s);
- Processing is necessary for the performance of a contract that the data subject is a Party to, or for the implementation of pre-contractual measures adopted upon the data subject’s request;
- Processing is necessary to meet a legal obligation that the Controller is subject to;
- Processing is necessary to protect the vital interests of the data subject or of another natural person;
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- Processing is necessary to satisfy a legitimate interest of the controller or of third parties, except where such interest is overridden by the interests or fundamental rights and freedoms of the data subject which require protection, in particular if the data subject is a minor.

In compliance with the above-mentioned provisions, we are thus providing the following information:

a) Data Controller

FLUID GLOBAL SOLUTIONS SRL

VIA XXV APRILE SNC LOC.PEDEMONTA 19021 ARCOLA (SP)

telephone: 0187-1953245 – fax: 0187-1953246

VAT Reg. No.: 01340550118

Email: info@fgsolutions.eu

Certified email: fluidglobalsolutionssrl@pcert.postecert.it

b) Processing purposes

Your personal data will be processed for the performance of the assignment/contract with the Controller, as better specified in the contract and/or other documents indicating the service provided.

c) Processing methods

Your personal data will be processed in both printed and electronic formats by **authorised parties**, who can be identified at any time, are properly trained and informed about the requirements laid down by the applicable

Sede Legale: Via XXV Aprile snc, C3 – Loc.Pedemonte ,19021 Arcola (SP) - P.Iva e C.Fisc. 01340550118

Tel.: +39 01871953245 – Fax: +39 01871953246 - web site: www.fgsolutions.eu – e-mail: info@fgsolutions.eu

regulations, taking suitable safety measures to guarantee confidentiality to the data subject to whom the data relate, and to prevent unauthorized access by third parties or unauthorized personnel.

d) Data retention period

Data shall be retained for the period of time strictly necessary for achieving the purposes for which it was collected, including the fulfilment of the legal and fiscal obligations arising out thereof, collection/payment transactions, the management of warranties on the service/product, if any, and other rights. When personal data is no longer necessary for the purposes for which it was collected, and there are no legal reasons to retain it, it shall be erased.

Personal data shall also be erased in case of revocation of the specific consent of the data subject.

The data retention period may depend on tax regulations and other national and European laws. Some data is useful for the entire duration of the relationship with the Data Subject. In some cases, it may not be clear if the relationship is definitively over or merely suspended, and in such circumstances data cannot be erased.

After a reasonably long period, data shall be erased as it may be outdated in case of resumption of the relationship with the Data Subject.

e) Rights of the Data Subject

We would like to inform the Data Subject that he/she may apply to the Data Controller for:

- **access to his/her own personal data** (art. 15 EU Regulation no. 679/2016) and to the following information:
- **the addition of data in case of changes** (art. 16 EU Regulation no. 679/2016)
- **the rectification of data** (art. 16 EU Regulation no. 679/2016)
- **the erasure of data or the right to be forgotten, as the case may be** (art. 17 EU Regulation no. 679/2016)
- **the restriction of processing, e.g. when data is in excess considering the purposes to be achieved** (art. 18 EU Regulation no. 679/2016)
- **the portability of data, i.e. the transfer of data to another controller without costs or expenses charged to you** (art. 20 EU Regulation no. 679/2016)
- **the opposition to processing for legitimate reasons** (art. 21 EU Regulation no. 679/2016)
- **the revocation of consent at any time, without prejudice to the lawfulness of the processing based on the consent given before the revocation** (art. 7 par. 3 EU Regulation no. 679/2016)
- **the submission of a formal complaint to the Italian data protection authority (Garante Privacy) according to the procedures and indications published on the official website of the Authority at www.garanteprivacy.it** (art. 51 EU Regulation no. 679/2016)

f) Disclosure of data to the outside of the Controller’s organization

Your data shall not be disseminated and shall not be transferred to third countries or to international organizations.

Data may be processed by internal Authorized/Responsible persons (Employees, Collaborators) and/or external Parties (external parties may acquire the data for purposes related to tax, accounting or contractual obligations, computer assistance etc.): the updated list of the parties who can acquire the data can be consulted in the Controller’s office;

The exercise of rights is not subject to any formal restrictions and is free of charge.

You may exercise your rights at any time by sending:

- a registered letter with return receipt to: **FLUID GLOBAL SOLUTIONS SRL - VIA XXV APRILE SNC LOC.PEDEMONTA 19021 ARCOLA (SP)**

- a certified email to the address: fluidglobalsolutionssrl@pcert.postacert.it

The provision of the required personal data is compulsory for the purposes reported above.

Without your consent, it shall not be possible to start and/or continue the work contract.

Sede Legale: Via XXV Aprile snc, C3 – Loc.Pedemonte ,19021 Arcola (SP) - P.Iva e C.Fisc. 01340550118

Tel.: +39 01871953245 – Fax: +39 01871953246 - web site: www.fgsolutions.eu – e-mail: info@fgsolutions.eu