

Dear Mr./Mrs./Ms.

SUBJECT: Information note pursuant to art. 13 of Legislative Decree 196/03 and GDPR EU 2016/679 regarding the protection of personal data processing.

In order to establish and manage our current contract with you, we hereby inform you that we are the controller of your data, as well as that of your family. Said data is classified as "personal" under the Personal Data Protection Code (Legislative Decree 196/2003).

Purpose of processing.

The collection and processing of personal data are carried out for:

1. possible recruitment, if that has not occurred yet;
2. setting and paying your wage;
3. carrying out all the procedures laid down by current legislation on Safety at work, Privacy and the Environment;
4. complying with all legal and contractual obligations, also at collective level, regarding the employment relationship.

Said data will be processed according to the principles of fairness, lawfulness, transparency and the protection of your privacy and rights. Your personal data will be processed for the entire duration of the employment contract and for the subsequent fulfilment of all legal obligations.

With regard to the employment relationship, the company shall be entitled to process the data defined as "sensitive" by Law as said data may identify, for instance:

- a) general state of health (absence due to illness, maternity leave, accidents or mandatory placement), suitability for certain jobs (according to the opinion of a physician following preventive/periodic visits or visits requested by you);
- b) trade union membership (assuming office and/or request for deductions based on union membership), political party membership or holding of elected public office (permits or leave of absence), religious beliefs (religious holidays available by law);

Sensitive data concerning health, which is handled by a competent physician in the fulfilment of the tasks set out by Legislative Decree 81/08 and other provisions on hygiene and safety at work, in order to perform preventive and periodic medical examinations, will be processed at the employer's premises exclusively by the physician as self-controller of data processing, for which the company requests express consent. The physician will communicate to the employer only his expert advice on the employee's unsuitability to work.

Methods of data processing.

The processing of data for the aforementioned purposes is carried out with both automated (electronic or magnetic supports) and non-automated means (on paper), in respect of the rules of confidentiality and security provided by law, consequent regulations and internal provisions.

Place of data processing.

Data is currently processed and filed at the legal office, Via Feltrina Sud, 95 – 31044 Montebelluna (TV). Furthermore, data is processed on behalf of the writer by professionals and/or companies in charge of technical, development, management and administration-accounting activities.

Mandatory or optional data provision and consequences for potential refusal of providing said data.

The provision of data is mandatory for all that is required by legal and contractual obligations; therefore any refusal to provide said data in whole or in part may result in the company's inability to execute the contract or to properly perform all the obligations, such as in terms of remuneration, contributions, taxes and insurance, linked to the employment relationship.

Communication of data.

Without prejudice to the communications carried out in accordance with legal and contractual obligations, all data that will be collected and processed may be disclosed in Italy and transferred abroad only for the purposes specified above to:

- Public Institutions (INPS, INAIL, Provincial Labour Office, Tax Offices ...);
- Social security and welfare funds, even private;
- Medical practices for the fulfilment of obligations in terms of hygiene and occupational safety;
- Insurance Companies and Credit Institutions;
- Trade unions to which you have given specific mandate;
- Supplementary funds;
- Entrepreneurial organizations the company is part of.

Moreover, the following categories of appointees and/or internal and external managers identified in writing and to whom specific written instructions have been given may become aware of said data:

- HR staff;
- Labour Consultants and/or Payroll specialised firms, their employees and collaborators, as external appointees or managers;
- Professionals or Service Companies for Business Administration and Management that operate on behalf of our company.

Transfer of data to a foreign country.

For needs strictly related to the performance of your work, some of your personal data may be disclosed to other companies in D.B. Group, with offices in Third non-European countries.

Duration of data retention:

The data provided will be filed in our archives in accordance with the following parameters:

- For administration and accounting activities, as well as payroll management, staff training, contracts, labour-law activities and management of disputes: 10 years as established by Law with art. 2220 (Italian) Civil Code, without prejudice to any payment delay which would justify the extension;

Data Subject's rights.

With regard to personal data, the Client may exercise the rights established by art. 7 of Legislative Decree no. 196/2003 (see copy duly annexed) within the limits and the conditions set out by arts. 8, 9 and 10 of the aforementioned legislative decree. In the event of subscription of any kind of declaration of consent to the processing requested by D.B. GROUP SPA, it should be noted that the Data Subject may cancel it

at any time, without prejudice to the obligations set out by current laws upon the request for cancellation, by contacting the Data Controller at the contact information here below.

Data controller.

The Data controller you can address to in order to exercise your rights pursuant to the aforementioned art. 7 is D.B. GROUP SPA, with offices in Feltrina Sud, 95 – 31044 Montebelluna (TV); the Data Controller is the company's ad interim Legal Representative. You are also entitled to exercise said rights also by sending communications to the following email address: privacy@dbgroup.net.

Montebelluna, 24/11/2017

D.B. GROUP SPA

DECLARATION OF CONSENT
(Pursuant to art. 23 of Legislative Decree 196/03 and GDPR EU 2016/679)

The Data Subject declares to have received full information pursuant to article 13 of Legislative Decree 196/2003, together with a copy of art. 7 of the same Decree, and expresses his/her consent to the processing of his/her personal data for the provision of the Services. The Data Subject also gives his/her consent to communicate his/her data, defined as personal by the aforementioned Law, within the limits and terms specified by the information note.

All authorizations granted by the subscriber/s may be revoked at any time only via registered letter addressed to you; said revocation shall take effect from the day following the date of its receipt. In any case, the obligations set out in accordance with current laws shall be performed consistently.

DATE	SURNAME AND FIRST NAME	SIGNATURE
24/11/2017		

Consent to the processing of personal data by adult dependant family members:

SURNAME AND FIRST NAME	FAMILY RELATION	SIGNATURE (only in case of adult dependant relative)

ANNEX: EXCERPT FROM "RIGHTS OF DATA SUBJECTS", LEGISLATIVE DECREE NO.196/03

Art. 7 - Right of access to personal data and other rights

1. Data subjects shall have the right to obtain confirmation as to whether personal data concerning him/her exist irrespective of the recording thereof, and to obtain communication of such data in intelligible form.
2. Data subjects shall have the right to information on:
 - a. The source of the personal data that is being processed;
 - b. The processing purposes and mechanisms;
 - c. Whether the personal data is being processed electronically and what is the logic underlying the processing;
 - d. The information identifying the Data Controller and/or the Data Processor and/or the representative appointed pursuant to art.5, paragraph 2;
 - e. The subjects or categories of subjects to whom said personal data may be disclosed or who may gain knowledge thereof in their capacity as designated representatives of the State, processing officers, or processors.
3. Data subjects shall have the right to information on:
 - a. The updating, correction or, where interested therein, additions to said data;
 - b. The cancellation, transformation into anonymous form, or blocking of data processed in violation of law, including data that does not need to be retained for the purposes for which it was collected or subsequently processed.
 - c. confirmation that the operations referred to in letters a) and b), and their content, have been brought to the attention of those to whom said data was communicated or disseminated, unless this requirement proves impossible or involves a manifestly disproportionate effort compared with the right that is to be protected.
4. Data subjects are entitled to fully or partially object:
 - a. for legitimate reasons, to the processing of personal data, even if pertinent to the purpose of its collection;
 - b. to the processing of personal data for the purpose of sending advertising materials or direct selling or for carrying out market research or commercial communication activities.