

Merlo UK LTD  
 The Paddocks, Headlands Business Park  
 BH24 6PB Salisbury Road, Ringwood, Hampshire

***Information for collaborators (interns, trainees etc.)  
 pursuant to Article 13 of Regulation (EU) 2016/679 GDPR  
 Data collected from the data subject***

Dear data subject,  
 our aim herein is to inform you about the personal data that will be collected and the related processing that we will perform, as well as any information that may be useful to facilitate contact and interaction with our offices.

***Data controller***

The data controller is Merlo UK LTD.  
 The contact data are as follows:  
 Tel. no.: 01425 480806  
 E-mail: [privacy\\_merlouk@merlo.com](mailto:privacy_merlouk@merlo.com)  
 Fax no.: 01425 477478  
 Website: <http://www.merlo.co.uk>

In the following table we indicate some information about the personal data collected and the related purposes pursued

PURPOSE	<b>Processing: Payroll and personnel management</b>
<b>Management of the collaborative relationship</b>	The personal data required for the processing in question referred to the data subject and possibly to his/her family members shall be processed for the management of administrative, accounting, tax and social security aspects inherent in the established collaborative relationship. It is necessary to provide those data: Failure to provide the data shall mean it is impossible to establish and correctly manage the collaborative relationship.
<b>Management of the collaborative relationship - ancillary purposes (image use)</b>	The personal data required for the processing in question will be processed, with your consent, for ancillary purposes related to the collaborative relationship, such as the creation of corporate brochures, the production of promotional films, publications on the website or social networks, etc. The provision of personal data is optional. Failure to consent will make it impossible for us to process your image for the purposes mentioned.
CATEGORIES OF DATA PROCESSED	Personal identification
	Personal details
CATEGORIES OF RECIPIENTS TO WHOM DATA ARE COMMUNICATED	Training agencies
	Tax agencies
	Labour consultants
	Insurance agencies

	Social Security institutions
	External legal services
	Data processing centre
<b>TRANSFER TO THIRD COUNTRIES</b>	Italy
<b>DATA RETENTION PERIODS OR CRITERIA FOR DEFINING THIS PERIOD</b>	In keeping with the established collaboration contract
	Civil law 10 years
	Tax law 6 years
	Labour law 5 years
	Until revocation of the specific consent given
	According to periodic internal procedures for the discarding of obsolete information
<b>LEGAL BASIS OF PROCESSING</b>	Execution of a contract
	Legal obligation
	Consent of the data subject
<b>THE PROCESSING ENTAILS AN AUTOMATED DECISION-MAKING PROCESS</b>	NO
<b>THE PROCESSING ENTAILS PROFILING</b>	NO

Your personal data will be processed with manual and electronic tools in compliance with the principles of necessity and relevance by adopting appropriate security measures to achieve the purposes indicated.

Your personal data will be processed by expressly authorised parties who are trained in the field of personal data protection; the data will be able to be accessed, in an incidental way, by the IT technicians and the IT personnel who oversee the operation of our IT system.

We also inform you, in brief outline, that you have the right to request information on your personal data we are processing, request rectification, cancellation, oppose the processing, request the limitation of processing and the portability of data as provided by Articles 15 to 22 of Regulation (EU) 2016/679 GDPR (copy of the text of the cited Articles can be requested at the addresses indicated above).

You are entitled at any time to lodge a complaint with a supervisory authority with territorial jurisdiction.

If the processing is based in whole or in part on your consent, you have the right to withdraw it freely and at any time through the contacts at the addresses indicated above. The processing performed in accordance with the consent given and the related legal effects shall remain valid even after the possible revocation of the consent.

For any clarification or communication regarding the processing of your data, do not hesitate to contact us.

The Data Controller



## ***ACQUISITION OF CONSENT***

Having received information on the processing of personal data in accordance with European Regulation 2016/679 (GDPR), relating to the use of my personal image for the creation of corporate brochures, promotional films, publication on the website, social networks etc.

I consent       I do not consent

to the processing:

The data subject: surname and given name \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_\_\_

Signature \_\_\_\_\_