

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

Information for employees
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

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	Processing: Payroll and personnel management
Management of the employment relationship	The personal data required for the processing in question with reference to the data subject and possibly their family members will be processed for the management of any administrative, accounting, tax and social security aspects inherent in the established employment relationship. It is necessary to provide those data: Failure to provide the data shall mean it is impossible to establish and correctly manage the employment relationship.
Management of the employment relationship - ancillary purposes (image use)	The personal data required for the processing in question will be processed, with your consent, for purposes which are ancillary to the employment 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.
Management of the employment relationship - ancillary purposes (corporate welfare)	The personal data required for the processing in question shall be processed, subject to your consent, for any additional purposes to manage the employment relationship such as the stipulation of supplementary insurance, agreements in favour of employees, etc. and communicated to third parties which are strictly necessary for the achievement of these purposes.

	The provision of data and the related consent is optional, however any refusal, or, if the data is already in the possession of the undersigned, the refusal to use them, shall make it impossible to use the concessions.
CATEGORIES OF DATA PROCESSED	Personal identification
	Personal details
CATEGORIES OF RECIPIENTS TO WHOM DATA IS COMMUNICATED	Training agencies
	Tax agencies
	Employment consultants
	Insurance agencies
	Social Security institutions
	External legal services
	Data processing centre
TRANSFER TO THIRD COUNTRIES	Italy
DATA RETENTION PERIODS OR CRITERIA FOR DEFINING THIS PERIOD	In the work contract established
	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
LEGAL BASIS OF PROCESSING	Execution of a contract
	Legal obligation
	Consent of the data subject
THE PROCESSING ENTAILS AN AUTOMATED DECISION-MAKING PROCESS	NO
THE PROCESSING ENTAILS PROFILING	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
Merlo UK LTD

Date of last update: 23/07/2018 - Version 1.0

OBTAINING CONSENT

Having received information on the processing of personal data pursuant to European Regulation 2016/679 (GDPR), for purposes which are ancillary to the employment relationship:

1) regarding the use of my personal image for the creation of corporate brochures, promotional films, publications on the website, social networks, etc.

I consent I do not consent

to the processing:

2) with regard to corporate welfare purposes (stipulation of supplementary insurance, agreements for employees, etc.)

I consent I do not consent

to the processing and communication of my personal data to third parties strictly necessary for the achievement of these purposes.

The data subject: surname and given name _____

Date ___/___/_____

Signature _____