

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

Privacy notice for Visitors
pursuant to Article 13 of Regulation EU 2016/679 GDPR
Data collected from the Data Subject

Dear Data Subject,
we hereby wish to inform you about the personal data that will be collected and the processing we are going to perform, as well as any information useful to facilitate contact and interaction with our offices.

Data Controller

The Data Controller is Merlo UK LTD.

Contact details are as follows:

Phone: (+44) 01425 480806

E-mail: privacy_merlouk@merlo.com

Fax: (+44) 01425 477478

Website: <http://www.merlo.co.uk>

Please find here following some information about the personal data collected and the related processing purposes

| PURPOSES | Processing: Visitor access register |
|---|--|
| Visitor access register | Your identification data, the reason for the visit, and the name of the person you met will be processed for reasons of corporate security and implementation of the evacuation plan in case of emergency. The provision of data is optional, however any failure to provide them and be identified by our reception staff will make it impossible for us to allow you access the company premises. |
| CATEGORIES OF PROCESSED DATA | Personal identification data |
| CATEGORIES OF RECIPIENTS WHICH DATA ARE DISCLOSED TO | No |
| TRANSFER TO THIRD COUNTRIES | No |
| DATA RETENTION PERIOD OR CRITERIA USED TO DETERMINE THAT PERIOD | Maximum 6 months |
| LEGAL GROUND FOR THE PROCESSING | Legitimate interest of the Data Controller |
| AUTOMATED DECISION-MAKING PROCESS | NO |
| PROFILING | NO |

Your personal data will be processed manually and electronically in compliance with the principles of necessity and relevance by adopting appropriate security measures for the fulfilment of the indicated purposes.

Your personal data will be processed by subjects expressly authorized and trained in matters of personal data protection; the IT technicians and staff overseeing the operation of our IT system will be able to access the data incidentally.

We also inform you briefly that you have the right to request information on your personal data that we are processing, ask for its rectification or erasure, as well as to oppose the processing, request the restriction of the processing and the portability of the data according to the provisions of Articles 15 to 22 of the Regulation EU 2016/679 GDPR (copy of the text of the mentioned articles can be requested at the addresses indicated above).

You are entitled, at any time, to lodge a complaint with a territorially competent supervisory authority.

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

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

The Data Controller
Merlo UK LTD