



PRIVACY POLICY FOR THE PROCESSING OF PERSONAL DATA

(Article 14 EU Regulation No. 679 of 27 April 2016 on the protection of personal data "GDPR")

Pursuant to the requirements imposed by the General Data Protection Regulation, the Data Controller provides the data subject with the following information in relation to the processing of personal data carried out.

DATA PROCESSOR

Company name	Urbani Tartufi s.r.l.	VAT number / Tax Code	IT02554550547 / IT02554550547
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CONTACTS FOR THE EXERCISE OF RIGHTS

Requests to exercise rights under the GDPR or any revocation of consent may be addressed to the Data Controller at the following contact points:

Address	SR 209 Valnerina Km 31+300 - 06040, Sant'Anatolia di Narco (PG) - Italy	Contact points	0743 613171, gpd@urbanitartufi.it, urbanitartufi@pec.it
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DATA SUBJECT CATEGORIES

Visitors

PROCESSING

Video surveillance

	Purposes	Legal basis
Purposes not requiring consent	Protection of property	Legitimate interest, Ensure the safety and security of company staff, collaborators and external visitors to company premises; as well as the protection of property and defence in legal proceedings
Types of mandatory data	Entry and Presence, Video Files, Video Surveillance Pictures Any refusal to provide the data, or its revocation, will make it impossible for the visitor to access and/or stay within the Urbani Tartufi Srl company structures.	
Recipient Categories	For legal obligations or exclusively for functional purposes within the scope of the execution of the contract, the collected data may be disclosed to the following categories of recipients: Police forces	
Retention periods per category of personal data	Category	Retention period
	Video	The deadlines for deletion of the processed data are determined as follows: 24 hours without prejudice to special needs for additional storage in connection with public holidays or office closures.

HR - Management of Accesses COVID-19		
Purposes not requiring consent	Purposes	Legal basis
	Prevention of Covid 19 transmission	Implementation of anti-contagion security protocols provided for in the emergency provisions.
Types of mandatory data	Master data, Entries and presences, Health data Any refusal to provide the data, or its revocation, will make it impossible for the visitor to access and/or stay within the Urbani Tartufi Srl company structures.	
Retention periods per category of personal data	Category	Retention period
	Entries and presences	Retention no longer than 14 days as per emergency regulations. No retention for recording of temperature.
	Master data	Retention no longer than 14 days as per emergency regulations. No retention for recording of temperature.
	Health data	Retention no longer than 14 days as per emergency regulations. No retention for recording of temperature.

RIGHTS OF THE DATA SUBJECT (Articles 15 to 22 and Article 13 of the GDPR)	
Right of access	According to Article 15 of the GDPR, the data subject has the right to request access to their personal data from the controller.
Right to rectification	According to Article 16 of the GDPR, the data subject has the right to request rectification of their personal data from the controller.
Right to erasure	According to Article 17 of the GDPR, the data subject has the right to request erasure of their personal data from the controller.
Right to restriction of processing	According to Article 18 of the GDPR, the data subject has the right to ask the controller to restrict the processing of his/her data.
Right to object	According to Article 21 of the GDPR, the data subject has the right to object to the processing of his/her data.
Right to data portability	According to Article 20 of the GDPR, the data subject has the right to portability of his/her data.
How to exercise the rights	To assert his/her rights, the data subject may contact the Data Controller specifying the subject of his/her request, the right he/she intends to exercise and attaching a photocopy of an identity document attesting to the legitimacy of the request, using the contact details given in this document.
Additional notes	The data subject may also lodge a complaint with a supervisory authority (e.g. the Data Protection Authority).
AUTOMATED PROCESS	
Is there an automated process?	Processing is not based on an automated decision-making process.

SOURCES	
Sources of personal data	Recording access at reception, Video filming
Are these available to the public?	No

Examination
· I state that I have taken note of this privacy policy.

NAME AND SURNAME (BLOCK LETTERS)

DATA SUBJECT'S SIGNATURE

DATE