

INFORMATION ON THE PROCESSING OF PERSONAL DATA OF VISITORS

This is to inform you, pursuant to articles 12 and 13 of the EU Regulation n. 2016/679 on the "Protection of natural persons with regard to the processing of personal data and on the free movement of such data" (hereinafter Regulation), that, in the context of access procedures to the premises of **(INSERT COMPANY NAME)**, our company processes a set of personal data concerning you.

1. Identity and contact details of the Data Controller

The Data Controller is **(INSERT COMPANY NAME)**, based in **(INSERT COMPANY ADDRESS)**.

2. Contact details of the DPO

Address: Corso d'Italia 35/b 00191 Rome – Phone number +39 06 845 611 fax +39 06 98968092e-mail address dpo@damicoship.com

3. Purposes of the processing

The processing of personal data by **(INSERT COMPANY NAME)** will be for the purpose of management of the access procedures to the premises of the company.

In particular, the processing of personal data may be performed for:

- a. To inform company's referents concerned about the arrival of visitors.
- b. To register the persons present within the structure in order to ensure the protection of their health and safety.
- c. To access to Internet Facilities.

4. Legal basis of the processing

The legal basis of the processing is represented by the art.6, let. c) and art.9 let. b) of the Regulation.

Art.6 let. c): *processing is necessary for compliance with a legal obligation to which the controller is subject;*

Art.9 let. b): *processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.*

5. Methods of processing

These data will be processed both by computerized and paper based methods, observing the rules on the protection of personal data, including those relating to data safety.

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6. Categories of parties to whom personal data will be disclosed

The personal data you provide will not be disclosed to third parties.

It is understood, moreover, the obligation of (INSERT COMPANY NAME) to release information to the Judicial Authority, whenever required.

7. Retention of personal data

The retention of your personal data will be carried out in compliance with security measures used by (INSERT COMPANY NAME) with regard to the protection of data, and the access to these data will be allowed only to subjects involved and designated for their processing.

The criteria used to determine the applicable retention period are: we will retain your personal data for the time (i) necessary for its purpose, or (ii) required by applicable laws.

8. Rights of data subjects

You can exercise in every moment the rights of art. 13, letter b) and artt. 15, 16, 17, 18 and 20 of the Regulation, addressing to DPO, at the contact provided in point n. 2 of this information.

In particular, as a data subject, you will require:

1. The access to the personal data concerning you, according with the art.15 of the Regulation.
2. The rectification of inaccurate personal data concerning you, according with the art.16 of the Regulation.
3. The erasure of personal data concerning you ("right to be forgotten"), according with the art.17 of the Regulation.
4. The restriction of processing of data concerning you, according with art.18 of the Regulation.

We inform you, finally, that you will have the right to object in every moment, according with the art.21 of the Regulation, if one of the situations described by the art.6, paragraph 1, letters e) and f) of the same Regulation occurs.

9. Complaint to the supervisor authority

With regard to art.77 of the Regulation, we remind you that you have the right to lodge a complaint to the supervisor authority if you think that the processing of your data is performed in violation of the provisions of the Regulation.

10. Nature of the processing and obligatoriness of personal data conferment

Many of the processed data are required for the access to the premises of the Company. In some cases, the lack of consent to the processing of personal data will be able to determine the lack of the authorization to access company's premises.

11. Existence of automated individual decision making in the processing

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It is specified that, for the processing of the data, there is NOT any kind of automated individual decision-making, according with the art.22 of the Regulation.