

“Fom-group.com” SITE PRIVACY POLICY

Privacy Policy – Art. 13 and 14 of EU Regulation 2016/679 (“GDPR”)

FOREWORD

What is this document? This document is the information on how personal data is handled on the web site www.fom-group.com

Who is this document aimed at? This information is destined for everyone interacting with the web site indicated above

Why is this document necessary? Articles 13 and 14 of the GDPR (EU Regulation 2016/679) require that you (the interested party) be informed about which of your personal information is processed and who processes it, in order to guarantee that processing is correct and transparent. In the following you will therefore find clearly listed:

1. **Who** will be processing your data (Data Handler and Data Handling Officers)
2. **Which** personal data will be handled
3. **for what purposes** the personal data will be handled
4. for **how long** the data will be handled
5. what **your rights** are

Which laws does this document refer to? This policy is provided taking into account the combined provisions of:

1. The European General Data Protection Regulations (GDPR) EU 2016/679
2. Italian Legislative Decree 196/2003 (Privacy Code), as amended by Legislative Decree 101/2018 and subsequent amendments and additions
3. Resolution dated 8 May 2014 by the Personal Data Protection Authority and subsequent amendments and additions.

PRIVACY POLICY

1. DATA HANDLER

The company Fom Group s.r.l. with headquarters in Cattolica (RN) via Mercadante, 85; e-mail: info@fom-group.com, Tax Code and VAT Reg. No.: IT00938200409 Ph:+39 0541 832611 Fax:+39 0541 832615, Contact e-mail for interested parties: info@fom-group.com, Certified e-mail: amministrazione@pec.fomindustrie.com

1. PURPOSE, LEGAL BASIS, NATURE OF DATA HANDLING AND STORAGE TIMES

Your personal data is collected for the following purposes:

1. To respond to contact requests made using the relevant information/contact request data input form:
 - the legal basis for this processing is to pursue the legitimate interests of the Data Processor in responding to requests from Interested parties;
 - The data sent using forms on the website will be used for the purpose of contacting the user, by telephone and/or by e-mail, to deal with the requests contained in the messages sent by the latter. The legitimate interest is connected to the ability of the company to send replies to the messages sent by the user.
 - the data used for this purpose will be stored for the time required to fulfil the request;
 - it is not compulsory to provide the personal data.

2. **Responding to contact requests made using the relevant service request data input form:**
 - the legal basis for this processing is to pursue the legitimate interests of the Data Processor in responding to requests from Interested parties, as well as contractual activities relating to service agreements in force;
 - The data sent using forms on the website will be used for the purpose of contacting the user, by telephone and/or by e-mail, to deal with the requests contained in the messages sent. Any possible failure to consent to use of the data for the purpose described would prevent the company from sending a response to the request messages sent by the user.
 - the data used for this purpose will be stored for the time required to fulfil the request;
 - The form contains some data which is compulsory and some which is not compulsory.

3. **Responding to contact requests made using the relevant maintenance request data input form:**
 - the legal basis for this processing is to pursue the legitimate interests of the Data Processor in responding to requests from Interested parties, as well as contractual activities relating to maintenance agreements in force;
 - The data sent using forms on the website will be used for the purpose of contacting the user, by telephone and/or by e-mail, to deal with the requests contained in the messages sent. Any possible failure to consent to use of the data for the purpose described would prevent the company from sending a response to the request messages sent by the user.
 - the data used for this purpose will be stored for the time required to fulfil the request;
 - The form contains some data which is compulsory and some which is not compulsory.

4. **Responding to contact requests made using the relevant data input form to apply for positions to be filled in the company:**

- the legal basis for this processing is to pursue the legitimate interests of the Data Processor in responding to requests from Interested parties, as well as to acknowledge a pre-contractual request by the interested party;
- The personal data of those who send their curriculum, either spontaneously or following a request for job candidates, is processed for the purposes relating to assessment and selection, and possibly to propose other offers of employment in line with the professional profile of the interested party.
- The Data Handler stores and processes the personal data for the time necessary to fulfil the purposes indicated. More specifically, all the data mentioned thus far will be stored for a period not exceeding thirty months from the date on which they were received;
- The form contains some data which is compulsory and some which is not compulsory.

5. Sending of information and promotional material for the activities of the Data Handler (commercial offers and proposals, event promotion), similar to the services already rendered (soft spam), activities relating to anonymous market research (detection and analysis of Customer satisfaction):

- the legal basis for this processing is to pursue the legitimate interests of the Data Processor, with whom the Interested party has contractual relations;
- Information relating to new services and offers, sending of advertising material, commercial notices from Fom Group with and without the use of automated systems.
- the storage period for data processed for this purpose is until the interested party requests to unsubscribe from the promotional news/newsletter service.

6. Sending of information and promotional material for the activities of the Data Handler (commercial offers and proposals, event promotion), relating to contacts and contact details obtained during previous meetings at Trade Fairs and/or events attended by Fom Group even merely as a sponsor:

- the legal basis for this processing is the consent expressed by the interested party;
- Information relating to new services and offers, sending of advertising material, commercial notices from Fom Group, also using automated e-mail systems.
- the storage period for data processed for this purpose is until the interested party requests to unsubscribe from the promotional news/newsletter service.

7. Preventing or control illicit behaviour or protecting and asserting rights:

- the legal basis for this processing is pursuit of the legitimate interests of the Data Handler to prevent or pursue illicit activities or violation of intellectual/industrial property rights (including third party rights) or cyber crime or crimes committed using information technology networks;
- the storage period for the data handled for these purposes is equal to the time reasonably required for the Data Handler to assert these rights from the time the illicit activity came to light or was potentially committed and, in the event of a court case, for the full duration thereof, until expiry of the terms within which possible appeal actions may be taken;

2. PERSONAL DATA HANDLED

Handling of personal data refers to any operation or series of operations, carried out with or without the aid of automated processes and applied to personal data or groups of personal data, such as collection, registration, organisation, structuring, storage, adaptation or modification, extraction, consultation, use, communication by transmission, distribution or any other form of supply, comparison or interconnection, limitation, deletion or destruction.

This may also require data that can be qualified, pursuant to art. 9 of the GDPR, as “special categories of personal data”, that is to say data that indicate the race or ethnic origin, political opinions, religious or philosophical convictions, or membership of trades unions, data relating to health or sex life or the sexual orientation of the person. These categories of data may only be handled by the Data Handler if explicit consent has been given.

The following personal data is handled:

- *Required contact data*

When information is requested using the form on the web site, the Data Handler processes the following personal data:

- personal information from the “contacts” form:
 - Name, Surname, E-mail
- *Personal information from the “service” form:*
 - The following fields are compulsory:
 - Name*, Surname*, Company name*, e-mail*, Company Tax Code*, VAT registration number*, SDI*, Address of registered office*, Town*, ZIP Code*, Country*, Telephone*, serial number*
 - The following fields are not compulsory:
 - Reference person, object/machine, warranty yes/no, description
- *Personal information from the “maintenance” form:*
 - The following fields are compulsory:
 - Name*, Surname*, Company*, e-mail*, Mobile phone*, Machine model*, year of manufacture*, purchase document*
 - The following fields are not compulsory:
 - notes
- *Personal information from the “Apply for this position” form:*

- The following fields are compulsory:
 - Name*, Surname*, mobile phone*, e-mail*, CV attached*.
- The following fields are not compulsory:
 - Accompanying text.

- *Browsing data*

The information technology systems and software procedures that operate this site, during their normal operation, acquire certain personal data, transmission of which is implicit when using internet communication protocols.

This category of data includes the IP addresses or domain names of the computers and terminals used by the users, the addresses in URI/ULR (Uniform Resource Identifier/Locator) format of the resources requested, the time of the request, the method used to present the request to the server, the size of the file obtained in response, the numerical code indicating the status of the response supplied by the server (successful, error, etc.) and other parameters relating to the user's operating system and information technology environment.

This data, which is necessary to make use of the web services, is also handled in order to:

- obtain statistical information on use of the services (most frequently visited pages, number of visitors by time period or day, geographical areas of provenance, etc.);
- check that the services offered are working properly.

Browsing data does not persist for more than 365 days and is deleted immediately after it has been aggregated (unless there is a need for the Court Authorities to ascertain any criminal actions).

- *Data communicated by the user*

The non-compulsory, explicit and voluntary sending of messages to the site's contact addresses involves acquisition of the contact details of the sender, which are required to reply, and of all the personal data included in the communications.

The user is entitled to register on the portal to make use of the services offered in the reserved area by the Data Handler.

- *Cookies and other tracing systems*

Please refer to the detailed information available at the following: <https://www.foindustrie.com/policy-cookie/>

3. DATA RELATING TO PERSONS UNDER THE AGE OF 18

Persons under the age of 18 may not provide personal data. The Data Handler shall not be considered in any way responsible for any collection of personal data, or of mendacious declarations provided by minors, and in any case, should the use of this facility be necessary, the Data Handler will facilitate the right of the legal tutor or person with parental responsibilities to access and delete said data.

4. RECIPIENTS OF THE PERSONAL DATA

Your personal data may be shared, for the purposes indicated above, with:

- parties typically acting as data handling officers, that is to say persons, companies or professionals providing the Data Handler with assistance and consultancy services on accounting, administrative, legal, tax, financial and debt recovery questions relating to supply of the services;
- parties with whom it is necessary to interact in order to supply said services;
- parties, bodies or authorities required to be informed of your personal data under legal requirements or the order of the authorities;
- staff expressly authorised by the Data Handler, required to carry out activities strictly related to supply of the services, who have agreed to maintain confidentiality or have an adequate legal obligation to maintain confidentiality and who have received adequate operating instructions;

A full list of the data handling officers can be obtained by sending a written request to the Data Handler.

5. TRANSFER OF PERSONAL DATA

Some of your personal data is shared with recipients who may be located outside the European Union. The Data Handler ensures that processing of your personal data by these recipients will take place in compliance with the GDPR. These transfers may be based on a decision regarding suitability or on the Standard Contract Clauses approved by the European Commission. Further information is available from the Data Handler.

6. EXISTENCE OF AN AUTOMATED DECISION-MAKING PROCESS, INCLUDING PROFILING

In order to complete or carry out the contract, the Data Handler does not make use of an automated decision-making process on the handling of personal data, including profiling, pursuant to article 22 of the GDPR.

7. RIGHTS OF THE INTERESTED PARTIES

With reference to articles 15 - right to access, 16 - right to rectify, 17 - right to cancellation, 18 - right to restrict handling, 20 - right to portability, 21 - right to oppose, 22 - right to oppose the automated decision-making process of the GDPR 679/16, the interested party shall exercise said rights by writing to the Data Handler at the address indicated above, or by e-mail, specifying the purpose of the request, and the right that is to be exercised. The specific request to the Data Handler is made by contacting the contact e-mail for interested parties.

8. RIGHT TO MAKE COMPLAINTS

Interested parties who believe that the personal data referring to them has been handled in violation of the contents of the GDPR are entitled to make a complaint to the Personal Data Protection Authority (www.gpdp.it), as envisaged by art. 77 of the GDPR itself, or to take suitable legal action (art. 79 of the GDPR).

9. CHANGES

The Data Handler reserves the right to make changes to this Privacy Policy at any time. The version currently in force is published on the following link <https://www.fom-group.com/privacy/>