

# FORM M02 Privacy

## Information on processing of personal data (Eu Regulation 2016/679 Customers)

Revision	Date	Adjustments	Written By	Verified by	Approved By
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			<i>Exp. Per: G. Per</i>	<i>G. Per</i>	<i>Luca C. Per</i>

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### **Information on processing of personal data (Eu Regulation 2016/679 Customers)**

#### **Principles applicable to the processing of personal data**

Article. 5 of Regulation (EU) 2016/679 of the European Parliament and of the Council "concerning the protection of individuals with regard to the processing of personal data and the free movement of such data and repealing Directive 95/46 / EC (General Regulation on data protection) ", hereinafter" GDPR ", states that any personal data processing must be carried out according to the principles of lawfulness, correctness and transparency.

The collection, use and processing of personal data concerning you will be based on the aforementioned principles and therefore will take place for specific, explicit and legitimate purposes.

The personal data processed will be:

- adequate, relevant and limited to what is necessary with respect to the purposes they are processed for;
- exact and, if necessary, updated;
- kept in a form that allows identification of data subjects for a period of time not exceeding the achievement of the purposes they are processed for.

The information contained in this document, provided pursuant to arts. 12, 13, 15 to 22 and 34 of the GDPR, concern the interested party, more specifically the "Information, communications and transparent procedures concerning and granting the rights of the interested party".

#### **Data Processing**

The GDPR defines treatment as *"any operation or set of operations, performed with or without the aid of automated processes and applied to personal data or sets of personal data, such as collection, registration, organization, structuring, preservation, adaptation or modification, extraction, consultation, use, communication by transmission, diffusion or any other form of making available, comparison or interconnection, limitation, cancellation or destruction"*

#### **Purposes of data processing**

Personal data concerning you and the owners / employees / collaborators of the contractors are necessary and are processed in order to :

1. manage your activities as a user of our "facilities":
2. carry out the activities of research projects, also for commercial purposes.
3. allow the identification and verification of the existence of the access authorization of the

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- subjects attributable in any way to the external companies, which must operate at the CBM Srl headquarters (hereinafter "CBM" or the "Company") in compliance of the current safety regulations and in order to fulfill the obligations established by Legislative Decree No. 81/2008.
4. manage your data with purposes strictly connected and instrumental to the management of relations with the Customer (eg acquisition of preliminary information to the conclusion of the contract concerning the services or the transfer of goods, fulfilling the obligations arising from the service or delivery of goods, etc. .);
  5. manage your data with purposes connected to the obligations established by laws, regulations and by the community legislation, as well as by instructions given by authorities authorized by law or by supervisory and control bodies;
  6. manage your data with functional purposes of the business of CBM for which the customer has the right to demonstrate, or not, their consent. This category includes, for example, the activity of revealing the degree of customer satisfaction on the quality of the service and any other services rendered, performed directly, or through the work of specialized companies through personal or telephone interviews, questionnaires, etc.

#### **Changes and updates**

This information may be subject to changes and additions: we will promptly inform you.

#### **Legal basis of the processing and mandatory and optional nature of data processing and consequences of any refusal**

With reference to personal data relating to you, we inform you that the provision of such data is mandatory for the fulfillment of legal obligations envisaged:

- from the Legislative Decree n. 81/2008 and s.m.r .;
- from the Legislative Decree n. 50/2016 and s.m.r .;
- by Law n. 190/2012 and s.m.r .;
- from the Legislative Decree nn33 / 2013 and s.m.r .;

as well as specific contractual obligations.

The provision of such data is necessary for the definition of the administrative procedure aimed at the selection of the contractor and the awarding and execution of the contract; therefore, the refusal to provide such information, in addition to entailing the prohibition of access to the CBM facilities, will prevent the continuation of the aforementioned procedure and of all the activities

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related to the contractual relationship. We also inform you that the provision of such data is mandatory for the fulfillment of legal obligations under the provisions regarding companies in public control.

#### **Recipients of personal data**

Personal data, processed for the purposes specified above, will also be communicated to the ones, designated as data controllers by the data controller:

- surveillance company in charge of access control to company sites.

#### **Data processing methods**

Personal data will be processed in compliance with the provisions of the GDPR, with particular reference to articles. 32 "Security of processing", 33 "Notification of violation of personal data to the supervisory authority" and 34 "Communication of a violation of personal data to the data subject".

In case of access to the CBM site by third parties in relation to the purposes indicated above, the processing of personal data will also be carried out through personal recognition and identification, through the display of a valid identification document, which will be retained by the employees and returned to the exit and completion of the M16 form ("request for access to laboratories for employees and visitors").

The processing activities will be carried out by authorized parties, constantly identified, appropriately educated and made aware of the constraints imposed by the GDPR.

The processing will be carried out with the aid of computer, electronic and telematic tools, whether or not connected to the network, or through the use of paper, according to logic strictly connected to the stated purposes.

The processing may also take place by means of video surveillance systems, installed for the purposes of job security and for the protection of company assets, in accordance with the provisions of art. 4 of the law of May 20, 1970, n. 300 (Workers' Statute), as amended by art. 23 of Legislative Decree 14 September 2015, n. 151 (Jobs Act), both from the Provision on video

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surveillance 8 April 2010 issued by the Privacy Guarantor. It should be noted that the supervisory system is of exclusive competence, also in the field of data processing, of AREA Science Park - Padriciano, 99 34149 Trieste - Italy +39 040 375 5111.

In any case, processing activities will be carried out in such a way as to guarantee the security, confidentiality and availability of data, according to principles of correctness, lawfulness and transparency, aimed at protecting the fundamental rights and freedoms of individuals.

#### **Data Controller**

The responsible of the data controlling is the president of the BoD of CBM , legal address Strada Statale 14 km 163,5 Area Science Park – Basovizza 34149 Trieste - Prof. ssa Laura Chies - phone +39 040 3757705 - Fax. +39 040 3757710.

#### **Contact data of the Data Protection Officer (DPO)**

The data protection officer (DPO) designed by CBM, may be contacted via :

e-mail: [dpo@cbm.fvg-it](mailto:dpo@cbm.fvg-it)

regular mail : **CBM Scrl** Strada Statale 14 km 163,5 in Area Science Park - 34149 Basovizza – Trieste, - Data Protection Officer

For more info: <https://trasparenza.cbm.fvg.it/>

#### **Period of retention of personal data**

The personal data being processed will be stored in a form that allows identification of data subjects for a period of time not exceeding the achievement of the purposes for which they are processed.

#### **Rights of the interested party**

With regard to personal data concerning him, the interested party can exercise the following rights:

- **Right of access** (pursuant to Article 15 of the GDPR), the data subject has the right to obtain from the data controller confirmation of the existence of the processing of personal data concerning him and in this case to obtain access to personal data . Where requested, the data controller provides a copy of the personal data being processed, provided that such copy does not affect the rights and freedoms of others.
- **Right of rectification** (pursuant to Article 16 of the GDPR), the data subject has the right to

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obtain from the data controller the correction of inaccurate personal data concerning him without undue delay. Taking into account the purposes of the processing, the data subject has the right to obtain the integration of incomplete personal data, also by providing an additional declaration.

- **Right to cancellation** (so-called "right to be forgotten" - Article 17 of the GDPR), the person concerned has the right to obtain from the data controller the deletion of personal data concerning him without undue delay.
- **Right to limit the processing** (pursuant to Article 18 of the GDPR), the person concerned has the right to obtain from the data controller the limitation of the processing, namely "the marking of personal data stored with the aim of limiting the processing in future".
- **Right to data portability** (pursuant to Article 20 of the GDPR), the data subject has the right to receive, in a structured format, commonly used and readable by automatic device, the personal data concerning him / her provided to the data controller and the right to transmit such data to another data controller without hindrance by the data controller who provided them.
- **Opposition right (pursuant to article 21 of the GDPR)**, the interested party has the right to object at any time, for reasons connected with his particular situation, to the processing of personal data concerning him / her, including profiling. The data controller refrains from further processing personal data unless he demonstrates the existence of binding legitimate reasons to proceed with the processing that prevail over the interests, rights and freedoms of the data subject or for the assessment, exercise or the defense of a right in court.
- **Right to lodge a complaint with a supervisory authority** (pursuant to Article 77 of the GDPR), without prejudice to any other administrative or judicial appeal, the interested party who considers that the treatment concerning him is in violation of the GDPR has the right to lodge a complaint with a supervisory authority, in particular in the Member State in which he normally resides, works or where the alleged violation has occurred.

CBM Scr.  
Prof.ssa Laura Chies  
President of BoD

