

INFORMATION FOR THE PROCESSING OF PERSONAL DATA

Alim Editrice snc Di Mauri Giorgia & C., with registered office in Via Ressi no. 22 - Milan (MI) and operational headquarters in Via del Tecchione no. 36 - S. Giuliano M.se (MI), VAT no. 12882810158 (hereinafter "**Data Controller**") as the data controller of personal data, provides you with specific information, pursuant to Art. 13 of the EU Regulation no. 2016/679 (hereinafter "GDPR"), with regard to the purposes, methods of processing, to the parties to whom they may be communicated and the rights enjoyed by the data subject in relation to the management of personal data.

1. SUBJECT OF THE DATA PROCESSING

The Data Controller may obtain and process **personal identification** data (name, surname, address, e-mail, telephone, bank details) and **special categories of data** (general health status of employees or family members, subscription to a trade union, member of a political party or holding public offices, religious convictions), also relating to family members, communicated by you in connection with the execution of the employment relationship.

2. PURPOSES OF THE TREATMENT

The personal data will be processed for the following purposes:

- To be able to establish and manage the employment relationship for any purpose, starting from selection procedures;
- For keeping the accounting records, paying salaries, checks, bonuses and other emoluments;
- In order to fulfil specific tasks provided for by laws, regulations, community regulations, collective agreements on social security and assistance, including health and safety at work, on tax matters, on health protection, public order and public safety;
- To enforce or defend, to effective administrative and judicial redress, a legitimate right, even by a third party;

- To fulfil obligations deriving from insurance to cover the risks connected with the employer's responsibility in matters of hygiene and safety at work, occupational diseases, damage caused to third parties in the performance of its business or professional activities;
- For the management of specific activities related to the work performed (training courses, updates, etc.)

3. LAWFUL BASIS FOR PROCESSING

The Data Controller deals with your personal data lawfully, where the processing is:

- it is necessary for the performance of the employment contract of which the person concerned is a party, or for the execution of pre-contractual measures taken on request;
- it is necessary to fulfil a legal obligation incumbent on the holder;
- is based on the express consent of the interested party and possibly his family members for the collection and management of particular categories of sensitive and/or judicial data.

4. PROCESSING METHODS

The processing of your personal data is carried out through the operations indicated in art. 4, no. 2 of the GDPR and specifically the: collection, recording, organisation, storage, consultation, processing, modification, selection, extraction, comparison, use, interconnection, blocking, communication, cancellation and destruction of data.

The data will be treated using both manual and computerised methods and may be stored on paper, digital or any other type of medium compliant with the minimum-security measures.

5. DURATION OF DATA RETENTION

The data will be processed during the execution of the employment relationship and may be retained even after the termination of the same for the performance of any eventual procedures connected or arising from the conclusion. After this retention period has expired, the Data will be destroyed.

6. NATURE OF THE CONFERMENT AND CONSEQUENCES OF EVENTUAL WASTE

The conferment of the data is mandatory for all that is required by legal and contractual obligations, therefore, any refusal to supply them, in whole or in part, may give rise to the impossibility for the company to execute the contract or to correctly perform all the remuneration, contributory, fiscal, insurance or employment related obligations.

7. DATA ACCESS AND COMMUNICATION

our employees, as persons in charge and processors of data, may become aware of your data, exclusively in relation to the tasks performed by them and to the aforementioned purposes.

Furthermore, some specific categories of subjects, external to the company, may be aware of your personal data, also for purposes connected with the performance of the obligations deriving from existing work relationships.

What falls into these categories:

- Accounting studies centres for administrative and accounting data relating to the keeping of company records, balance sheets, accounting procedures, etc.;
- Credit institutions, financial institutions for the management of payments and salaries;
- Hardware and software maintenance company in relation to the necessary maintenance, improvements, of our infrastructures;
- Professionals, consultants or service companies operating on behalf of our company;
- Public bodies (INPS (National Social Security Institute), INAIL (national insurance institute for accidents at work), Provincial Directorate of Labour, health structures for tax visits) for the fulfilment of obligations under laws and regulations;
- Welfare agencies, social security, local public security authorities for compulsory welfare and social security, as well as for detection of any diseases or accidents at work;

- Subjects to whom the right to access data is granted by provisions of law or regulations (Police Forces, control authorities, local public security authorities).

No form of dissemination of your data is foreseen.

8. RIGHTS OF THE DATA SUBJECT

Pursuant to articles 15 to 22 of EU Regulation no. 2016/679, it is possible, at any time, to exercise the right to:

- a. obtain confirmation as to whether or not your personal data are available;
- b. obtain information on the purposes of the processing, the categories of personal data, the recipients or categories of recipients to whom the personal data has been or will be communicated and, where possible, the retention period;
- c. request rectification and erasure of personal data;
- d. request restriction of processing;
- e. data portability, i.e. to receive personal data from data controller in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller without hindrance;
- f. oppose processing at any time, including for direct marketing purposes;
- g. object to an automated decision-making process concerning individuals, including profiling;
- h. ask the data controller to have access and rectify or delete personal data or to limit data processing concerning data subject, or to oppose data processing, besides the right to data portability;
- i. withdraw consent at any time, limited to the cases in which the processing is based on your consent for one or more specific purposes, and concerns common personal data (for example date and place of birth or place of residence), or particular categories of data (for example, data revealing your racial origin, your political opinions, your religious beliefs, your health status or your sex life). The treatment based on the person's consent and carried out prior to the revocation of the same, preserves, however, its lawfulness;

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j. propose a complaint to a supervisory authority (Authority for the protection of personal data - www.garanteprivacy.it).

9. METHODS OF EXERCISE OF RIGHTS

You can exercise your rights, mentioned in the previous point, at any time by sending:

- A registered letter to Alim Editrice snc Di Mauri Giorgia & C - Via del Tecchione no. 36 - S. Giuliano M.se (MI)
- An e-mail to the address: amministrazione@alimeditrice.it

10. HOLDERS, PERSONS IN CHARGE AND PROCESSORS OF DATA

Alim Editrice snc Di Mauri Giorgia & C., with registered office in Via Ressi no. 22 - Milan (MI) and operational headquarters in Via del Tecchione no. 36 - S. Giuliano M.se (MI), is the data controller

The updated list of data managers and data processors is kept at the Data Controller's registered office.

The undersigned _____, born in
a _____ the _____ Tax Code no. _____,
declares to have received complete information pursuant to EU Regulation no. 2016/679 and expresses consent to the processing and communication of personal data including those considered as particular categories of data within the limits, for the purposes and for the duration specified in the information.

Milan 25/05/2018 SIGNATURE _____

ALIM EDITRICE Snc di Mauri Giorgia & C.

Operating Office: via del Tecchione, 36 - 20098 Sesto Ulteriano, S.Giuliano M.se (MI) - Italy

Registered Office: via A. Ressi, 22 - 20125 Milano - Italy

Tel. +39 02 36762850 - Fax +39 02 36762851 - info@tuttoarabi.it - www.tuttoarabi.it

Registered Court Milan Tax Code / VAT no. 12882810158 - Chamber of Commerce 1593396