



Integrated systems for production

Dear Mr/Mrs

The undersigned Company communicates that, for the establishment and management of the current working relationship with you, it is the owner of your and your family members' data qualified as personal data according to the Personal Data Protection Code (Legislative Decree 30.6.2003 n. 196).

1) We inform you, therefore, that such data will be processed with the support of paper, computer or telematic means:

- for possible employment, where this has not already occurred;
- for the processing and payment of remuneration;
- for the fulfillment of all legal and contractual obligations, including collective, related to the employment relationship.

2) The provision of data is mandatory for all that is required by legal and contractual obligations and therefore any refusal to provide them in whole or in part may make it impossible for the company to implement the contract or to properly perform all the obligations, such as those of remuneration, contributions, tax and insurance, related to the employment relationship.

3) Without prejudice to the communications made in compliance with legal and contractual obligations, all data collected and processed may be communicated in Italy and transferred abroad exclusively for the purposes specified above to:

- Public institutions (INPS, INAIL, Provincial Directorate of Labour, Tax Offices...);
- Funds, including private pension and assistance funds;
- Medical studies in compliance with obligations regarding health and safety at work;
- Insurance companies;
- Credit institutions;
- Labor unions to which you have given specific mandate;
- Additional funds;
- Business organizations to which the company belongs.

In addition, in the management of your data, the following categories of persons in charge and/or internal and external managers identified in writing and to whom specific written instructions have been given:

- Employees of the personnel office;
- Owners and employees of the payroll processing company, as persons in charge or external managers;
- Professionals or service companies for the administration and management of the company that operate on behalf of our company.

With regard to such data, you may exercise the rights provided for in art. 7 of Legislative Decree no. 196/2003 (a copy of which is attached) within the limits and under the conditions provided for in Articles 8, 9 and 10 of the aforementioned Legislative Decree;

4) In relation to the employment relationship, the company may process data that the law defines as "sensitive" because they are suitable to detect for example:

a) a general state of health (absence due to illness, maternity, accident or compulsory start up) suitability or not suitability for certain tasks (as a result expressed by medical staff following preventive/periodic medical examinations or requests by you);

b) membership of a trade union (assumption of office and/or request for deductions for trade union dues), membership of a political party or the holding of elected public office (leave or leave of absence), religious beliefs (religious holidays available by law);

Data of a sensitive nature, concerning the state of health, which is handled by the competent doctor in the performance of the tasks provided for by Legislative Decree no. 81/08 and other provisions on hygiene and safety in the workplace, for the performance of preventive and periodic medical checks, will be handled by the employer exclusively by the same doctor as the independent data controller, for which the company requests express consent. The only judgements on the unsuitability will be communicated by the doctor to the same employer.

FCS SYSTEM SRLU

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5) All the above-mentioned data and the other data constituting your state of service will be kept even after the termination of the employment relationship in order to carry out all the fulfilments connected with or deriving from the conclusion of the employment relationship.

6) Owner of the processing of your personal data FCS SYSTEM SRL, with headquarters in Via Belvedere, 48-31032Casale sul Sile (TV). Responsible for the processing of your data is Canuto Almerino.

Date _____

Company Stamp and Signature

I, the undersigned, hereby declare that I have received full information pursuant to art. 13 of Legislative Decree 196/2003, together with a copy of art. 7 of the same Decree, and give my consent to the processing and communication of my personal data qualified as personal by the aforementioned decree with particular regard to the so-called sensitive data within the limits, for the purposes and for the duration specified in the information.

Date _____

SURNAME	NAME	FAMILYRELATIONSHIP	SIGNATURE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



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ANNEX: EXTRACT FROM TITLE II "RIGHTS OF THE INTERESTED PARTY" LEGISLATIVE DECREE NO. 196/03

Art. 7 - RIGHT OF ACCESS TO PERSONAL DATA AND OTHER RIGHTS

1. The interested party has the right to obtain confirmation as to whether or not personal data concerning him/her exist, even if not yet recorded, and their communication in an intelligible form.
2. The data subject has the right to be informed:
 - a. of the source of the personal data;
 - b. of the purposes and methods of processing;
 - c. of the logic applied to the processing, if the latter is carried out with the help of electronic means;
 - d. of the identification data concerning data controller, data processors and the representative designated as per article 5, paragraph 2;
 - e. of the entities or categories of entity to whom or which the personal data may be communicated and who or which may get to know said data in their capacity as designated representative(s) in the State's territory, data processor(s) or person(s) in charge of the processing.
3. The interested party has the right to obtain:
 - a. the updating, rectification or, when interested, integration of the data;
 - b. the cancellation, transformation into anonymous form or blocking of data processed unlawfully, including data whose retention is unnecessary for the purposes for which the data were collected or subsequently processed;
 - c. certification to the effect that the operations as per letters a) and b) have been notified, as also related to their contents, to the entities to whom or which the data were communicated or disseminated, unless this requirement proves impossible or involves a manifestly disproportionate effort compared with the right that is to be protected.
4. The data subject has the right to object, in whole or in part:
 - a. for legitimate reasons, to the processing of personal data concerning him/her, even if pertinent to the purpose of collection;
 - b. to the processing of personal data concerning him/her, where it is carried out for the purpose of sending advertising materials or direct selling or else for the performance of market or commercial communication surveys.