

Privacy notice – Employees

Who are we and what do we do with your personal data?

Geolog International B.V. Albania Branch, hereinafter the Data Controller, protects the confidentiality of your personal data and provides it with the necessary protection from any event that may put it at risk of violation.

For this purpose, the Data Controller implements policies and practices regarding the collection and use of personal data and the exercise of your rights under applicable law. The Data Controller is responsible for updating the policies and practices adopted for the protection of personal data whenever necessary and in any case in the event of regulatory and organisational changes that may affect the processing of your personal data.

How does the Data Controller collect and process your data?

The Data Controller collects and/or receives information about you, such as:

- name, surname, tax code, place and date of birth, email, address, telephone number, bank account number, data from CV;
- data relating to the certificates of suitability for the job;
- salary data (including withholdings for trade union membership);
- data relating to trade union membership;
- data log pertaining to the use of computer equipment;
- data pertaining to work / professional services;
- personal identification data and possibly special categories of data concerning health of third parties (relatives and / or cohabitants) provided by employees.

Your personal data will be processed for the following purposes:

1) to manage the employment contract and the resulting requirements, including regulatory compliance

Your personal data and possibly also those of your family members and / or your cohabitants are processed in order to manage the contract in all its phases, from selection to definition, such as:

- the correct quantification of remuneration, as well as for the payment thereof, periodic assessment for a possible professional advancement, for allowances (including family and/or divorce payments), bonuses, other remuneration, donations and fringe benefits
- compliance with legal and contractual obligations (issuing pay slips, keeping the single employment ledger, recognizing severance indemnity, etc.), including those arising from the collective bargaining agreement
- the fulfilment of specific obligations or the performance of specific tasks arising from laws, regulations or collective bargaining agreements, including company agreements, in particular to establish, manage and terminate the contract, as well as to grant facilitations and apply regulations concerning trade union matters and health protection
- the fulfilment of obligations in respect of pension and social security institutions

- the fulfilment of obligations deriving from insurance contracts aimed at covering risks related to the responsibility of the employer in matters of occupational health and safety and occupational diseases or for damage caused to third parties while carrying out work or professional activity
- compliance with tax obligations towards the tax authorities
- fulfilment of the obligations deriving from the rules on occupational health and safety
- performing all the activities that are instrumental and ancillary to the main activities and in any case needed to achieve said purposes (registration, archiving, consultation and retention of data, etc.)

Your data may also be collected from third parties such as, for example:

- IT Service Providers (ISPs);
- private parties who provide temporary manpower, intermediation, search and selection of personnel, training and support activities for professional redeployment;

and your personal data can be obtained by consulting:

- lists maintained by public bodies or bodies treated as such or under the control of a public authority in accordance with specific national regulations;

It will be your responsibility to inform the Data Controller of any change in the data subject to processing, in order to ensure proper management of the contract, without prejudice to your right to correction.

2) for communication to recipients and/or third parties

Your personal data is processed under the contract and the legal and regulatory obligations resulting from it.

Your data will not be disclosed to third parties/recipients for their own purposes unless:

1. you authorise to do so.

Your data will be disclosed to third parties/recipients if

1. it is necessary for the fulfilment of obligations under the contract and law regulations governing it (e.g. for the defence of your rights, for reporting to the supervisory authorities, etc.);
2. the communication is made to business consultants, job consultants, trainers, temporary agencies, lawyers, occupational doctor, IT consultants, banks, Public Entities, trade union associations and representatives, security company and concierge, companies of the Group;
3. any third parties (family members, cohabitants) you may have delegated to receive information that concerns you.

The communication shall concern categories of data that must be transferred to perform the activities and support the objectives pursued by the Data Controller to manage the selection process. The related processing does not require the data subject's consent if it occurs to fulfil legal obligations or to carry out obligations arising from the contractual relation or in the event of any another condition which rules out the need for such consent (such as the legitimate interest of the Data Controller), expressly set out by, or required by the applicable regulations or that also takes place by means of third parties identified as data processors. If the communication involves data suitable to reveal the health conditions and other data of particular categories, the relevant processing operations must take place with all the necessary guarantees including those that apply, based on the risks assessed, pseudonymisation solutions, aggregation and/or encryption of the data;

3) for information security activities

The Data Controller processes, also through its suppliers (third parties and/or recipients), your personal data, including IT (e.g. logical access) or traffic data collected or obtained in the case of services displayed on the website to the extent strictly necessary and proportionate to ensure the security and capacity of a network or its servers to withstand, at a given level of security, unforeseen events or unlawful or malicious acts that compromise the availability, authenticity, integrity and confidentiality of retained or transmitted personal data.

For these purposes, the Data Controller envisages procedures for the management of personal data breach in compliance with the legal obligations to which it is subject.

4) for the management of company work tools used to work

The Data Controller processes your data, including IT (system and network logs), detected by the electronic instrumentation and made available to its employees in compliance with the guarantees referred to applicable law, in order to allow you to carry out your work safely and to:

- o manage organizational and production needs;
- o guarantee work safety;
- o take measures to protect the corporate assets;
- o fulfill any requests for the judicial authority.

What happens if you do not provide your data?

If you do not provide your personal data, the Data Controller will not be able to carry out the processing operations related to the management of the contract and its services or the obligations that depend on it.

The Data Controller informs you that if you don't communicate or communicate wrong data it could be impossible:

- to fulfil the employment contract;
- to fulfil fiscal and administrative obligations or labor legislation.

How, where and for how long are your data stored?

How?

Data processing is carried out on paper or through IT procedures by internal subjects authorised and trained for this purpose. They are granted access to your personal data to the extent and within the limits required for carrying out the processing activities that concern you.

The Data Controller periodically checks the tools by means of which your data is processed and its security measures, which it constantly updates; it makes sure, also through the subjects authorised to process the data, that personal data for which processing is not necessary is not collected, processed, stored or retained; it makes sure that the data is retained with the guarantee of integrity and authenticity of its use for the purposes of the processing actually carried out.

Where?

The data is retained on paper, computer and electronic files where appropriate security measures are ensured.

How long?

The personal data processed by the Data Controller is retained for the time necessary for the carrying-out of activities related to the management of the contract with the Data Controller and until ten years after its conclusion (according to the applicable law) or from when the rights that depend on it can be enforced (pursuant to the applicable law); as well as for the fulfilment of the obligations (e.g those retained because of the LUL, with the exception of social security data, it is expected to be kept for up to five years from the last recording of the data (according to the applicable law) or obligations that remain even after the conclusion of the contract (according to the applicable law), for the purposes of which the Data Controller must retain only the data necessary for their furtherance. This is without prejudice to the cases in which the rights deriving from the contract should be asserted in court, in which case your data, only that necessary for these purposes, will be processed for the time necessary to pursue them.

The retention of your personal data collected through work tools is specified in paragraph 4.

This is without prejudice to your right to oppose at any time the processing based on legitimate interest for reasons related to your particular situation.

What are your rights?

In substance, at any time and free of charge and without any special charges or formalities for your request, you can:

- obtain confirmation of the processing carried out by the Data Controller;
- access your personal data and know its origin (when the data is not obtained directly from you), the purposes of the processing, the data of the subjects to whom it is communicated, the period of retention of your data or the criteria used to determine it;
- withdraw your consent at any time if this is the basis for the processing. In any case, the withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal;
- update or rectify your personal data so that it is always accurate and correct;
- erase your personal data from the databases and/or files, including backup files, of the Data Controller, if, among other things, it is no longer necessary for the purposes of the processing or if this is deemed unlawful, and provided that the conditions laid down by law are met; and in any event if the processing is not justified by another equally legitimate reason;
- restrict the processing of your personal data in some circumstances, for example if you have contested its accuracy, for the period required for the Data Controller to check its accuracy. You must also be informed, in reasonable time, of when the period of suspension has ended or the cause of the restriction of processing has ceased to exist, and therefore the restriction itself withdrawn;
- obtain your personal data, if received and/or in any case processed by the Data Controller with your consent and/or if its processing is carried out on the basis of a contract and with automated tools, in electronic format also in order to transmit it to another data controller.

The Data Controller must do so without delay and, in any case, at the latest within one month of receipt of your request. The time limit can be extended by two months, if necessary, taking into account the complexity and the number of requests received by the Data Controller. In such cases, the Data Controller will inform you of the reasons for the extension within one month of receipt of your request.

For any further information and to send your request, please contact the Data Controller at privacy@geolog.com.

How and when can you oppose the processing of your personal data?

For reasons relating to your specific situation, you may oppose at any time the processing of your personal data if this is based on legitimate interest, by sending your request to the Data Controller at the email address privacy@geolog.com.

You have the right to have your personal data erased if there is no legitimate reason overriding the one that gave rise to your request.

Who can you complain to?

Without prejudice to any other administrative or judicial action, you may submit a complaint to the competent supervisory authority or to the authority that carries out its tasks and exercises its powers where you have your habitual residence or work or, if different, in the country where the violation of the applicable personal data protection or privacy law occurred.

Any update of this information will be communicated to you in a timely manner and by appropriate means and you will also be informed if the Data Controller will process your data for purposes other than those referred to in this information before carrying it out and in time to give your consent if necessary.