

Privacy Notice – Family members of Personnel

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

Geolog International BV (hereinafter also the Data Controller), as the data controller, is concerned with the confidentiality of your personal data and with guaranteeing them the necessary protection from any event that could put them at risk of violation.

How and why the does the Data Controller collect and process your personal data?

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

- name, surname;
- Tax ID code;
- place and date of birth;
- physical and electronic address;
- landline/mobile telephone number;
- data relating to the state of health (the existence of a functional disability and its permanent nature).

The personal data concerning you will be processed for the following purposes:

1) management of the relationship and the resulting regulatory obligations

Purpose	Legal basis
a) the management of specific obligations, such as: • enrollment in welfare funds, management of various leaves (parental leave, adoption/foster care leave, marriage leave) • Tax deductions for dependent family members of the employee • the management of obligations or powers related to compulsory or optional maternity • management of withholdings for divorce/family allowances • the control of family and patrimonial ties of the political, administrative, management and government bodies	Fulfilment of specific obligations dependent on the applicable legislation, on decisions of the Judicial Authority towards the subject in relation to the interested party, or on further legally binding reference regulations
b) budget management and reporting	

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

- subjects belonging to the Data Controller's organisation who are family members and cohabitants with the interested party.

and the data concerning you can be obtained by consulting:

- lists kept by public/institutional, insurance or equivalent bodies or under the control of the public authority on the basis of specific national legislation;

The Data Controller does not transfer your personal data abroad (non-EU countries).

2) for communication to third parties/recipients

Purpose	Legal basis
Communication to third parties such as: • Public and private entities • Consultants (e.g. tax, accounting) • Legal advisors • IT Consultants • Labour consultant	Fulfilment of specific obligations dependent on the applicable legislation, on decisions of the Judicial Authority towards the subject in relation to the interested party, or on further legally binding reference regulations

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

How?

The data processing is carried out through paper media or computer procedures by specially authorized persons. These are allowed access to your personal data to the extent and within the limits in which it is necessary for the performance of the processing activities that concern you.

The Data Controller periodically verifies the tools by which your data are processed and the security measures established for them, which it provides for constant updating; verifies, also through the subjects authorised to process, that no personal data are collected, processed, archived or stored whose processing is not necessary or whose purposes are exhausted; verifies that the data are stored with the guarantee of integrity and authenticity and of their use for the purposes of the processing actually carried out.

The Data Controller guarantees that the data which, even following checks, are found to be excessive or irrelevant will not be used except for the possible conservation, in accordance with the law, of the deed or document containing them.

Where?

The data is stored in paper, computer and electronic archives, located within the European Economic Area, and security measures are ensured to protect the aforementioned.

How long?

Your personal data is stored for the time necessary to complete the activities related to the management of the relationship with the Data Controller and for the obligations, including legal ones, that result from it.

In particular:

• identification data • data relating to the state of health (the existence of a functional disability and its permanent nature)	Duration of the contractual relationship established with the subjects belonging to the Data Controller's organization in family ties and cohabitation with the interested party. The following are saved: • the termination of the relationship (for any reason) established with the subjects forming part of the Data Controller's organisation who are family members and live with the interested party; • loss of the requirements provided for by the applicable legislation;
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	• purposes that continue beyond the conclusion of the relationship (e.g. keeping accounts in accordance with applicable legislation); • the limitation periods: from five to ten damages from the definition of the relationship and in any case from the moment in which the rights that depend on it can be exercised (pursuant to the applicable legislation). Without prejudice, again, to any dispute if it involves an extension of the aforementioned terms, for the time necessary to pursue the relevant purpose.
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Once all the purposes that legitimise the storage of your personal data have been exhausted, the Data Controller will take care to delete them or make them anonymous.

What are your rights?

The rights that are recognized to you allow you to always have control over your data. Your rights are those of:

- access;
- rectification;
- revocation of consent;
- cancellation;
- limitation of processing;
- opposition to processing;
- portability.

At any time and free of charge and without any particular 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 their origin (when the data are not obtained directly from you), the purposes and aims of the processing, the data of the subjects to whom they are communicated, the period of retention of your data or the criteria useful for determining it;
- update or rectify your personal data so that it is always accurate and up-to-date;
- revoke consent at any time, if this constitutes the basis of the processing. However, the revocation of consent does not affect the lawfulness of the processing based on the consent carried out before the revocation itself;
- delete your personal data from databases and/or archives, including backup archives, if they are no longer necessary for the purposes of the processing or if this is assumed to be unlawful, and always if the conditions provided for by law exist; and in any case if the processing is not justified by another equally legitimate reason;
- limit the processing of your personal data in certain circumstances, for example where you have contested its accuracy, for the period necessary for the Data Controller to verify its accuracy. You must also be informed, in appropriate time, of when the suspension period has expired or the cause of the limitation of processing has ceased to exist, and therefore the limitation itself has been revoked;
- obtain your personal data, if their processing is based on a contract and with automated tools, in electronic format also for the purpose of transmitting them to another data controller.

The Data Controller shall proceed in this direction without delay and, in any case, no later than one month after receiving your request. The deadline may be extended by two months, if necessary, taking into account the complexity and number of requests received. In such cases, the Data Controller shall inform you within one month of receiving your request and shall make you aware of the reasons for the extension.

For any further information and to send your request, write to privacy@geolog.com

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

For reasons relating to your particular situation, you may object at any time to the processing of your personal data if it is based on legitimate interest, by sending your request to privacy@geolog.com

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

Who can you complain to?

Without prejudice to any other administrative or judicial action, you may lodge a complaint with the data protection authority, unless you reside or work in another Member State. In this latter case, or if the violation of the legislation on personal data protection occurs in another EU country, the supervisory authorities established therein shall be competent to receive and hear the complaint.

Any update to this information will be communicated to you promptly and through appropriate means and you will also be communicated before proceeding and in time to give your consent if necessary.