

**INFORMATION ON THE PROCESSING OF PERSONAL DATA PURSUANT TO ART. 13 OF THE EU REGULATION 2016/679**

The data controller informs you about the processing of personal data to allow access to company offices and to allow access to the company internet network.

**Data subjects**

Visitors entering the company offices.

**Data Controller**

DocFlow Italia S.p.A. ubicate in Centro Direzionale Milanofiori, Strada 1 Palazzo F8 – 20057 Assago (MI), VAT IT11325150156, contact mail: [marketing@docflow.it](mailto:marketing@docflow.it)

**Data Protection Officer**

According to Article 37 of the GDPR, the Data Controller has appointed a Data Protection Officer who can be contacted at the email address: [dpo@docflow.it](mailto:dpo@docflow.it)

**Purpose of data processing**

your data will be processed for the following purposes based on the relevant legal bases:

n°	Purposes	Legal Bases
1	Access control to ensure information security and compliance with the ISO 27001 standard	Processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party. Art. 6 par. 1 letter f)
2	Health and Safety Italian Regulation – Law decree 81/08.	Processing is necessary for satisfying the legal obligation to which the controller is subject. Art. 6 par. 1 letter c)

Your personal data will not be subject to any automated decision-making (profiling) process.

**Categories of personal data processed**

- Common identifying and contact data;
- Data relating to the company to which you belong and the internal contact person of the Data Controller.

**Method of processing**

- Corporate IT systems and paper archives, in compliance with the Security Measures provided for by art. 32 of the GDPR;
- Personal data will be processed by appointed persons in charge of processing appointed as pursuant to art. 29 of the GDPR.

**Data recipients**

Personal data might be disclosed to:

- Consultants and Freelancers, including in partnership form;
- Institutions and/or Public Authorities, Judiciary, Law Enforcement Bodies.

The above subjects have been expressly appointed as Data Processors pursuant to Art. 28 of the GDPR or as independent data controllers.

**Personal data disclosure**

Your personal data will not be disclosed.

**Transfers of personal data to third countries**

The personal data collected will be processed within European Union.

**Data retention**

Your personal data will be kept according to the following:

Purposes	Data retention
<b>Data retention of personal information</b>	The data will be retained for a maximum period of 1 year from the date of the visit.
<b>Retention of Guest Wi-Fi Network Logs</b>	In case the visitor accesses the guest Wi-Fi network, the log files will be retained for a minimum of 6 months from the detection.

**Rights of the data subjects**

Pursuant to Article 15 et seq. of the GDPR, Data Subjects (the natural persons to whom the personal data refer) may, at any time, exercise their rights such as the right to access their personal data, to correct it, cancel it, restrict its use, transfer it or to object to its processing and withdraw the consent to use it.

For further information relating to the data subjects' rights, see the website [www.garanteprivacy.it](http://www.garanteprivacy.it)

Pursuant to art. 77 of the GDPR, the data subject can submit a notify or a complaint by contacting the Italian Data Protection Authority located in Piazza Venezia, 11 - 00186 Rome mail: [urp@gpdp.it](mailto:urp@gpdp.it)