

PRIVACY POLICY

Information provided pursuant to Article 13 of European Regulation No. 2016/679 (GDPR)

1. WHY THIS NOTICE

In this page outlines the processing of personal data carried out by the company with respect to all categories of data subjects (hereinafter referred to as "data subjects," as defined in Article 4, Paragraph 1 of the GDPR). It also serves to communicate the Company's Policy adopted to ensure compliance with GDPR 2016/679, Legislative Decree 196/2003, relevant national regulations, guidelines issued by the European Data Protection Board, and EU directives on the protection of personal data.

This notice is provided pursuant to Article 13 of EU Regulation 2016/679 to individuals who establish any form of relationship with the company.

The Privacy Policy of this website does not apply to data processing activities related to browsing external websites accessed via links that may be present on this *website*.

2. DATA CONTROLLER

The Data Controller is:

Vetro Due S.r.l.

via La Spezia 158,

43126 Parma

Mail: info@vdglass.it

- Data subjects may exercise their rights under Articles 15 to 21 of the General Data Protection Regulation (GDPR) by contacting the Data Controller. These rights include the right of access, rectification, erasure, restriction of processing, data portability, and objection to processing, as well as the right to withdraw consent at any time. If a data subject does not receive a satisfactory response, they have the right to lodge a complaint with the competent Supervisory Authority for data protection (pursuant to Article 13, Paragraph 2, Letter d of the GDPR).
- All personal data is processed lawfully, fairly, and in a transparent manner in compliance with the general principles established by Article 5 of the GDPR.
- Appropriate technical and organizational security measures are implemented to prevent data loss, unlawful or improper processing, and unauthorized access.

3. CATEGORIES OF PERSONAL DATA PROCESSED

3.1. DATA PROVIDED FOR CONTACT REQUESTS

The voluntary, explicit, and optional submission of personal data required to request contact through the *forms* on this website or via the email addresses provided on the site results in the subsequent processing of only the data necessary to respond to the submitted requests.

For further information, please write to the email address specified in the *forms* or contactinfo@vdglass.it

Purposes of Processing (pursuant to Article 13, Paragraph 1, Letter c) of the GDPR)	The personal data collected is processed exclusively to respond to submitted requests and to communicate with the data subject in any subsequent phases. Certain information (such as Company Name and VAT Number) is collected to facilitate the efficient routing of requests to the appropriate company departments based on geographic area and business sector. The provision of some data is mandatory and is indicated with specific asterisks.
Categories of Personal Data	<ul style="list-style-type: none">- Identification data (first name, last name)- Contact data (email address, phone number)- Professional data (Company Name, VAT Number)- Any other data/information provided in the request.
Legality of Processing (art.13, par. 1, lett. c), of the GDPR)	The processing is carried out in order to perform an activity requested by the data subject (Article 6, Paragraph 1, Letter b of the GDPR).
Scope of Communication (art.13, par. 1, lett. e) and f), of the GDPR)	The data is processed exclusively by authorized personnel, trained in data processing and adequately instructed. The data may also be processed by other parties involved by the joint data controllers for purposes related to the processing itself (e.g., website management support, consulting companies). These parties act as data processors and have signed specific agreements with

	the joint data controllers under <i>Article 28, Paragraph 3 of the GDPR</i> . In any case, the collected personal data will not be communicated to third parties, nor will it be disseminated or transferred outside the European Union/European Economic Area.
Processing Methods (<i>Recital 39 of the GDPR</i>)	Personal data is processed lawfully, fairly, and transparently, in compliance with the principles set out by applicable law. Data processing is carried out through IT and automated tools. Given the nature and characteristics of the processing, the joint data controllers have adopted technical and organizational security measures aimed at limiting or eliminating the risks of data loss, unlawful or improper use, or unauthorized access.
Data Retention Period (<i>Article 13, Paragraph 2, Letter a of the GDPR</i>)	Personal data will be retained for the period necessary to manage the relationship with the data subject.
Nature of the Data Provision (<i>Article 13, Paragraph 2, Letter e of the GDPR</i>)	Data is provided voluntarily by the data subject. However, failure to provide the data may hinder the processing of the request and the sending of a response.

3.2. CANDIDACY DATA

Personal data provided by the data subjects through the voluntary submission of CVs via the email addresses indicated on this website, or obtained after completing specific *forms*, will be processed for purposes related to recruitment, selection, and the management of any potential future employment relationship.

For more information, please contact the email address provided in the *forms*, or contact info@vdglass.it

Purpose and Legal Basis for Processing (<i>Article 13, Paragraph 1, Letter c of the GDPR</i>)	Personal data submitted by the data subjects through the submission of CVs or completion of the appropriate fields will be processed as a pre-contractual measure, for activities aimed at formalizing a potential employment contract and fulfilling legal obligations related to employment.
Type of communication (<i>Article 13, Paragraph 1, Letters e and f of the GDPR</i>)	The data is processed exclusively by authorized personnel within the Human Resources department, who have been trained and are familiar with data processing (<i>Article 29 of the GDPR</i>). The data will not be communicated to external parties, disseminated, or transferred to non-EU countries. In different circumstances, this will be specified in the relevant <i>form</i> .
Data Retention Period (<i>Article 13, Paragraph 2, Letter a of the GDPR</i>)	The data will be retained for 12 months .
Provision of Data (<i>Article 13, Paragraph 2, Letter f of the GDPR</i>)	Providing personal data is optional. However, failure to provide data and consent to processing may prevent proper evaluation of the application for selection purposes, and consequently hinder the company's ability to manage the candidacy.

3.3. CLIENT AND SUPPLIER CONTACT PERSONS' DATA

Personal data communicated by the designated subjects, or collected by the company during the execution of activities arising from contractual relationships, is processed in accordance with the requirements for executing the activities organized between the parties.

For further information, please contact the email address of the contact persons with whom the contractual relationship is established, or contact info@vdglass.it

Purpose and Legal Basis for Processing (<i>Article 13, Paragraph 1, Letter c of the GDPR</i>)	Data is collected and used for the following purposes: <ul style="list-style-type: none"> - Concluding contractual/professional relationships - Fulfilling pre-contractual, contractual, and fiscal obligations arising from the existing relationships, and managing related communications - Complying with legal obligations, regulations, EU law, or orders from authorities - Exercising the legitimate interests and rights of the Data Controller (e.g., the right of defense in legal proceedings, protection of creditor positions, and routine internal operational, management, and accounting needs).
---	---

Scope of Communication (Article 13, Paragraph 1, Letters e and f of the GDPR)	The data is processed exclusively by authorized internal personnel who are trained and instructed on data processing (<i>Article 29 of the GDPR</i>). It will not be communicated to external parties, disseminated, or transferred outside the EU. In different circumstances, this will be specified in the relevant <i>form</i> .
Processing Methods (Recital 39 of the GDPR)	Personal data is processed using automated and paper-based tools. Specific security measures are implemented to prevent data loss, unlawful or improper use, and unauthorized access.
Data Retention Period (Article 13, Paragraph 2, Letter a of the GDPR)	Data is generally retained for short periods, strictly necessary for fulfilling contractual or regulatory obligations.
Provision of Data (GDPR, Art. 13, par. 2, lett. f)	The data are required by the undersigned for the stated purposes.
Lawfulness (GDPR, Art. 6, par. 1)	The processing is necessary for the establishment of contractual relationships, and therefore consent is not required.

3.4. BROWSING DATA

The IT systems and software procedures used for the operation of this website acquire, during their normal operation, certain personal data whose transmission is implicit in the use of internet communication protocols. This category of data includes IP addresses or domain names of the computers used by users connecting to the site, the URIs (Uniform Resource Identifiers) of the requested resources, the request time, the method used to submit the request to the server, the size of the file obtained in response, the numeric code indicating the status of the response from the server (successful, error, etc.), and other parameters related to the user's operating system and IT environment.

For further information, please contact info@vdglass.it

Purpose and Legal Basis for Processing (Article 13, Paragraph 1, Letter c of the GDPR)	This data is used solely for obtaining statistical information on site usage and for monitoring the correct functioning of the site. The data may also be used to detect responsibility in the event of potential cybercrimes against the site (legitimate interests of the Data Controller).
Scope of Communication (Article 13, Paragraph 1, Letters e and f of the GDPR)	The data is processed exclusively by internal authorized personnel who are trained and instructed on data processing (<i>Article 29 of the GDPR</i>). It will not be communicated to external parties, disseminated, or transferred to non-EU countries. Only in case of investigation will the data be made available to the competent authorities. Different circumstances will be specified in the relevant form.
Data Retention Period (Article 13, Paragraph 2, Letter a of the GDPR)	The data is typically retained for short periods, except for any extensions related to investigation activities.
Provision of Data (Article 13, Paragraph 2, Letter f of the GDPR)	Non-identifiable data is collected automatically, without requiring consent. Identifiable data is provided voluntarily by the data subject following their expression of consent

3.5. COOKIES

For further general information on cookies and their enabling and disabling, please refer to the **Cookie Policy** document.

4. DATA SUBJECT RIGHTS (Articles 15-22 of the GDPR)

At any time, the data subject may exercise the right to:

- Request confirmation of the existence or non-existence of their personal data.
- Obtain information regarding the purposes of processing, the categories of personal data, the recipients or categories of recipients to whom the personal data has been or will be communicated, and, when possible, the retention period.
- Request the rectification and erasure of data.
- Request restriction of processing.
- Request data portability, i.e., receive personal data from a Data Controller in a structured, commonly used, and machine-readable format and transmit it to another Data Controller without hindrance.
- Object to processing at any time, including processing for direct marketing purposes.
- Object to automated decision-making, including profiling.
- Lodge a complaint with the Italian Data Protection Authority.

Requests should be addressed to the Data Controller by writing to the relevant email address for the described processing activities.

Every effort will be made to make the website's functionalities as interoperable as possible with automatic privacy control mechanisms available in certain products used by users.

This informational document is updated as of **03/04/2025**.