

PRIVACY POLICY

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

1. REASON FOR THIS NOTICE

This page describes the processing carried out by our company on personal data relating to any type of data subject (hereinafter “data subjects” pursuant to Art. 4, p. 1 of GDPR). The purpose is to illustrate the corporate policy implemented to guarantee compliance with the provisions of GDPR 2016/679 L.D. 196/2003, relevant national measures, guidelines issued by the European Data Protection Board as well as EC directives on the protection of the data of natural persons.

It is intended to provide information pursuant to Article 13 of Regulation (EU) 2016/679 (GDPR) to those who enter into any form of relationship with our company.

The Privacy Policy of this website does not refer to other processing carried out or described as a result of browsing internet sites through links that may be present in the above mentioned website.

2. DATA CONTROLLER

- the Data Controller is the undersigned Company:
Vetro Due S.r.l.
via La Spezia 158,
43126 Parma
Mail: info@vdglass.it
- The Data Controller can be contacted to exercise all the rights provided for by Articles from 15 to 21 of the GDPR: right of access, right to rectification, right to erasure, right to restrict processing, right to data portability, right to object, as well as to revoke consent previously granted or to file a claim with the Personal Data Protection Authority; should the data subjects fail to have their requests followed up, they can file a complaint with the competent Personal Data Protection Authority (pursuant to Art. 13, paragraph 2, letter d of the GDPR).
- All data are processed lawfully, fairly and in a transparent manner in relation to the data subject, in compliance with the general principles provided for by Article 5 of the GDPR;
- specific security measures are implemented in order to prevent the loss of, unlawful or unfair use of, or unauthorised access to the data.

3. TYPES OF DATA PROCESSED

3.1. DATA FOR REQUESTING CONTACT

The optional, explicit and voluntary provision of the personal data necessary to request contact through the forms on this website, or through any email addresses indicated on this website, results in the subsequent acquisition exclusively of the data necessary to respond to the requests sent.

For more information, write to the relevant e-mail address or to info@vdglass.it

Purpose and legal basis for processing (Art. 13(1)(c) of the GDPR)	The personal data collected is used for the exclusive purpose of replying to requests, and communicating with the interested party in any subsequent stages. Some information (company name and VAT number) is collected in order to streamline the process of addressing the same to the competent company structures in terms of territory and product sector. The communication of certain data is compulsory and indicated by means of asterisks.
Categories of personal data	<ul style="list-style-type: none">- personal data (first name, surname)- contact data (e-mail address, telephone number),- professional data (company name, VAT number),- any other data/information included in the request.
Scope of communication (Art. 13(1)(e) and (f) of the GDPR)	Data are processed exclusively by authorised personnel, instructed in the processing and adequately trained. It may also be processed by other subjects, involved by the Joint Data Controllers for purposes related to the processing itself (support for website management; consultancy companies): these subjects have the role of data controllers and have signed specific agreements with the Joint Data Controllers pursuant to Art. 28(3) GDPR. In any case, the personal data collected will not be disclosed to third parties, or disseminated or transferred outside the European Union/European Economic Area.

Processing methods (Recital 39, GDPR)	Personal data are processed in a lawful, correct and transparent manner, in compliance with the principles laid down in the legislation in force. Personal data is processed using computerised and automated tools. Taking into account the nature and characteristics of the processing, the Joint Data Controllers have adopted technical and organisational security measures aimed at limiting or excluding the risks of loss of data, possible unlawful or incorrect use, or unauthorised access.
Retention period (Art. 13(2)(a) of the GDPR)	The data are usually stored for short periods of time, exclusively to fulfil the requests received.
Provision (Art. 13(2)(e) of the GDPR)	The data is provided by the data subjects on an optional basis. However, failure to provide them may jeopardise the handling of the request and the sending of feedback
Lawfulness (Art. 6(1)(b) GDPR).	The processing is carried out in order to perform an activity requested by the data subject

3.2. DATA FOR SUBMISSION OF APPLICATIONS

The personal data provided by data subjects voluntarily sending their CV via the e-mail addresses specified or acquired through specific forms will be processed for purposes connected with the applying for, selecting and managing any future employment relationship.

For more information, write to the relevant e-mail address or to info@vdglass.it

Purpose and legal basis for processing (Art. 13(1)(c) of the GDPR)	Personal data submitted by interested parties by sending their CVs or filling in the fields provided. The data is processed as a pre-contractual measure, for activities prior to the formalisation of a possible employment contract and related legal obligations.
Scope of communication (Art. 13(1)(e) and (f) of the GDPR)	Data are processed exclusively by internal staff employed by the Human Resources department, duly authorised and trained to process them (GDPR Art. 29) and will not be disclosed to external parties, disseminated or transferred to non-EU countries. Different cases will be specified in the relevant form.
Retention period (Art. 13(2)(a) of the GDPR)	Data are stored for ____ months
Provision (Art. 13(2)(e) of the GDPR)	The provision of personal data is optional, however, failure to provide data and consent to its processing may result in the impossibility of carrying out a proper assessment of the position for selection purposes and consequently the impossibility for the company to manage the application
Lawfulness (Art. 6(1)(b) GDPR).	The processing is carried out in order to perform an activity requested by the data subject

3.3. DATA OF REPRESENTATIVES OF CLIENT COMPANIES, REPRESENTATIVES OF SUPPLIER COMPANIES

The personal data provided by the above data subjects or collected during the performance of contract-related activities, derive from the need to carry out the activities organized by the parties.

For further information write to the e-mail address of the contact persons with whom the contractual relationship is established, or use info@vdglass.it

Purpose and legal basis for processing (Art. 13(1)(c) of the GDPR)	Data is collected and used in order to: <ul style="list-style-type: none"> - enter into contractual/professional relationships; - fulfil pre-contractual, contractual and tax-related obligations deriving from existing relationships, as well as to manage the associated communications; - comply with legal obligations, regulations, EU standards or with the orders of the Authority. - exercise a legitimate interest or right of the Data Controller (e.g. the right to defence in Court, the protection of credit positions; ordinary internal requirements in the areas of operations, management and accounting).
Scope of communication (Art. 13(1)(e) and (f) of the GDPR)	Your data will be processed only by internal staff who have been duly authorized and trained for processing (GDPR, Art.29) and they will not be disclosed to external persons, disseminated or transferred to non-EU countries. Any other case will be specified in the relevant form.
Processing methods	Your personal data will be processed by automated systems and on paper.

(Recital 39, GDPR)	Specific security measures have been deployed in order to prevent the loss of, unlawful or unfair use of, or unauthorised access to the data.
Retention period (Art. 13(2)(a) of the GDPR)	Data are normally stored for short periods of time, as strictly needed for fulfilling contractual or regulatory obligations.
Provision (Art. 13(2)(e) of the GDPR)	They are requested by our company for the purposes indicated.
Lawfulness (Art. 6(1)(b) GDPR).	The processing is carried out in order to perform an activity requested by the data subject

3.4. BROWSING DATA

The information systems and software procedures required for the proper functioning of this site will acquire, during normal operation, some personal information 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 the users that connect to the website, URI (Uniform Resource Identifier) addresses of the resources requested, request time, method used to submit the request to the server, size of the response file, numeric code indicating the status of the response given by the server (successful, error, etc.) and other parameters regarding the operating system and the user's IT environment. For more information, write to the relevant e-mail address or to info@vdglass.it

Purpose and legal basis for processing (Art. 13(1)(c) of the GDPR)	These data are used only to obtain statistical information on website use and to check that is functioning properly. Data could be used to ascertain responsibility in case of alleged computer fraud against the website (legitimate interest of Data Controller).
Scope of communication (Art. 13(1)(e) and (f) of the GDPR)	Your data will be processed only by internal staff who have been duly authorized and trained for processing (GDPR, Art.29) and they will not be disclosed to external persons, disseminated or transferred to non-EU countries. They may be disclosed to competent authorities only in the event of an investigation.
Retention period (Art. 13(2)(a) of the GDPR)	Data are normally retained for brief periods of time, except for possible extensions connected with investigation activities.
Provision (Art. 13(2)(e) of the GDPR)	Data in a non-identifying form are collected autonomously and without consent. Data in an identifying form are provided voluntarily by the data subjects after giving consent.
Lawfulness (Art. 6(1)(f) GDPR).	Processing is necessary for legitimate interest deemed necessary

3.5. COOKIES

For further information on cookies and how to enable and disable them, go to section Cookie Policy

4. RIGHTS OF THE DATA SUBJECT (GDPR Artt. 15--22)

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

- ask for confirmation of the existence or otherwise of their personal data;
- obtain information about the purposes of the processing, the categories of personal data, the recipients or categories of recipients to whom the personal data have been or will be communicated, and, where possible, the period of time for which the data will be stored;
- obtain the rectification or erasure of the data;
- obtain restriction of processing.
- obtain data portability, i.e. receive them from one data controller, in a structured, commonly used and machine-readable format and to transmit those data to another controller without hindrance;
- object to the processing at any time, including in the case of processing for direct marketing purposes;
- object to an automated decision-making process relating to individuals, including profiling;
- file a claim with the Italian Data Protection Supervisor.

Requests must be sent to the Data Controller by writing to the e-mail addresses that refer to the specific data processing purposes.

Every effort will be made to make the functions of this site as interoperable as possible with automatic privacy control mechanisms available in some of the products utilised by users.

This information document is updated as at XX/XX/2025.