

ACCESS FORM

Surname:	Name:	Date and location:
Organization:	Document type:	Document No.:

Brief Information Notice on Personal Data Processing - Articles 13 and 14 of Regulation (EU) 2016/679

Data Controllers	Aruba S.p.A., with registered office in Ponte San Pietro (BG), Via San Clemente No. 53, represented by its pro tempore legal representative, and the Group Companies	
Contact data	Data Controllers ✉ privacy@staff.aruba.it ☎ +39 0575/0505	Data Protection Officer (DPO) ✉ dpo@staff.aruba.it ☎ +39 0575/0505
Data source	If access is scheduled, the Data Subject's personal data are transmitted to the Data Controllers by the Organization/Body to which said Data Subject belongs.	
Category of data	Examples of types of data	Retention period
Personal details	Name, surname, Organisation/Body the Data Subject belongs to, identification document details, e-mail address.	14 months (from last access, if multiple accesses planned)
Footage	Footage of the Data Subject collected through video surveillance systems.	<ul style="list-style-type: none"> ■ Data Center Ponte San Pietro, Arezzo and Roma: 90 days ■ Firenze office: 2 days – Bibbiena office: 7 days - Milano office: 3 days - Other outlying offices: 14 days
Purposes of the processing and Legal basis		Video surveillance
Purposes of protect and manage the company's assets, i.e. for the security of goods and persons and the prevention of theft, damage and vandalism, and for production needs that require the use of technical instruments for the provision of company services that require continuous monitoring, including visual monitoring. The legal basis is the legitimate interest pursued by the Data Controllers in protecting and managing company assets and fulfilling production requirements.		An internal and external video surveillance system is in place to monitor the perimeter of company buildings and entryways, and the areas in which the servers are located.
Recipients of personal data		
Third-party providers, Companies in the Aruba Group, judicial authorities, supervisory and regulatory authorities		
Data Subject rights		
Data Subjects can exercise their rights to view, correct or delete their personal data, and restrict and object to data processing by emailing privacy@staff.aruba.it	Complaints can be submitted to the Data Protection Authority, or to the authority performing the Ombudsperson's equivalent duties and exercising their equivalent powers in the Member State in which violation of the Regulation occurs.	

For more information and details on data processing, and to consult the complete personal data processing policy, please visit aruba.it/documents/tc-files/en/07_privacypolicy_arubaspa_dc.pdf or scan the QR code next to this text.

You can also receive the text of the policy free of charge in paper format by requesting it from the competent staff, or my e-mail giving your own address, which will be processed solely to meet your request as outlined above.



SIGN: _____

I hereby confirm that I have read and understood the Privacy Policy provided by Aruba S.p.A. and its Group Companies, pursuant to Regulation (EU) 2016/679.



THE ACCESS BADGE, ISSUED UPON REGISTRATION, MUST BE WORN AND KEPT VISIBLE THROUGHOUT THE VISIT. VISITORS ARE REQUIRED TO RETURN THE BADGE TO THE RECEPTION DESK BEFORE LEAVING THE PREMISES.

NOTE: Any security vulnerability, incident, or irregular event detected on company premises must be promptly reported to the appropriate personnel, who will take the necessary steps.