

## PRIVACY NOTICE FOR VISITOR MANAGEMENT

With this privacy notice, we inform you about the processing of your personal data by us and your rights.

### 1. Who is responsible for data protection?

The data controller for data processing is Tratter Engineering Srl, located in 39100 Bolzano, Waltraud Gebert-Deegstr. 10.

Phone: +39 0471 06 40 00

Email: [info@trattereng.com](mailto:info@trattereng.com)

### 2. How can you reach our Data Protection Officer?

You can contact our Data Protection Officer at the email address: [info@trattereng.com](mailto:info@trattereng.com).

### 3. What data do we process and where does it come from?

For visitor management, a local in-house application called „Visitor Registration“ (Tratter Engineering Srl) is used. The visitor management system „Visitor Registration“ is located locally on the computer in the reception and is connected to a Google Drive folder and the website. The visitor registers themselves using the visitor form. Based on the registration, all necessary documents for the visit are emailed to the respective visitor.

During visitor check-in, the following visitor data is processed:

- First and last name;
- Email address;
- Company;
- Signature of privacy policies;
- Signature of security policies.

Upon check-in, the contact person is notified of the visitor's arrival. Check-out also occurs at the reception.

### 4. Why do we process your data (Purpose of processing) and on what legal basis?

This process serves the following purposes:

- Visitor registration;
- Documentation of non-company personnel on the premises (e.g., fire incident);
- Transmission of necessary documents to visitors (keyword: audit).

If personal data of Tratter Engineering employees is processed, the data processing is based on Article 6 of EU Regulation 2016/679. For customers and interested parties, the legal basis is Article 6, Paragraph 1, Letters a & c. In the event of an evacuation of the company/area/facility, Tratter Engineering needs to know who is on the premises, including visitors.

## **5. To whom do we disclose the data?**

Personal data is disclosed to third parties only in specific cases, for example, when necessary for providing requested services or required by law, as specified in Article 13, Paragraph 1, Letter d.

## **6. Do we transfer data to third countries?**

As part of using Google services, personal data is transferred to the European data centers of Google Ireland Limited and stored there. However, access by individuals from third countries cannot be ruled out, as support may also be provided by Google employees not based in the European Union. Outside of this process, we do not transfer personal data to recipients in so-called third countries, i.e., states outside the European Economic Area (EEA) or to international organizations.

For more information on Google's privacy, visit:  
<https://policies.google.com/privacy#infosharing>

## **7. How long do we retain your data?**

Our designated employees, both in reception and IT, process your data for a period of 365 days, taking into account storage limitations according to Article 13, Paragraph 2, Letter a.

## **8. Is there an obligation to provide personal data?**

You only need to provide personal data necessary for using the services.

## **9. To what extent is there automated decision-making in individual cases?**

We generally do not use automated decision-making in this process.

## **10. To what extent do we use your data for profiling?**

We do not process your data automatically to evaluate specific personal aspects (so-called „profiling“).

## **11. What privacy rights do you have?**

Under relevant legal conditions, you have the right to request confirmation at any time as to whether we are processing personal data and the right to information about this personal data. Additionally, you have the right to rectification, erasure, and restriction of data processing, as well as the right to object to the processing of personal data or to revoke consent to data processing at any time or to request data transfer. Furthermore, you have the right, under Articles 77-79 of EU Regulation 2016/679, to lodge complaints, among others, with Garanteprivacy or the Administrative Court in Bolzano.