	<b>Saipem Offshore Construction S.p.A.</b> <b>FORM</b>		Doc. no. FORM-SOC-PRV-005-E
	<b>INFORMATION NOTICE REGARDING THE  PROCESSING OF VISITOR'S PERSONAL DATA  IN ACCORDANCE WITH ARTT. 13 OF  REGULATION (UE) 2016/679 ("GDPR")</b>		Rev. 01
			Date 23/10/2025
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# **INFORMATION NOTICE REGARDING THE PROCESSING OF VISITOR'S PERSONAL DATA IN ACCORDANCE WITH ARTT. 13 OF REGULATION (UE) 2016/679 ("GDPR")**

**INFORMATION NOTICE REGARDING THE PROCESSING OF VISITOR'S PERSONAL DATA  
IN ACCORDANCE WITH ARTT. 13 OF REGULATION (UE) 2016/679 ("GDPR")**


**Data Controller**

The data provided are processed by Saipem Offshore Construction S.p.A., Via Luigi Russolo, 5, 20138 Milano (MI), Italia.

E-mail address: [PrivacySOC@saipem.com](mailto:PrivacySOC@saipem.com) ("Company" or "Controller")


**Personal Data Processed**

Please note that all the personal data provided will be processed in accordance with current legislation on privacy. Therefore, the Company undertakes to process said data in accordance with the principles of fairness, lawfulness and transparency, in compliance with the purposes set out below, collecting said data only for specified and necessary purposes. Only authorised and properly trained personnel will be allowed to use said data in order to guarantee the necessary confidentiality of the information provided.

In particular, the Company will collect, record and generally process your personal data and images detected by video surveillance systems.


**Purposes of the processing**

**Legal basis of the processing**

**Retention period of data**

1. Control of physical access - through a badge - to Company offices and sites in order to guarantee the safety of people and property.

The lawfulness of the processing is based on the need to comply with the legal obligations to which the Controller is subject.

Personal data relating to access control by badge will be stored for a period of 5 years.

2. Control of physical access through video surveillance systems in order to guarantee the safety of people and property.

The lawfulness of processing is the legitimate interest of the Data Controller.




Personal data collect through the video surveillance system will be stored for a period of 7 days (at the expiry of which, the images will be automatically overwritten).

A longer period may be provided for, only in response to a request by the judicial authority or by the delegated body in relation to ongoing investigations.

3. Fulfilment of regulatory obligations.

The lawfulness of the processing is based on the need to comply with the legal obligations to which the Controller is subject.

Personal data will be stored for a period of 10 years.

4. If necessary, to assert or defend a right of the Company in court or in arbitration and conciliation procedures	The lawfulness of processing for common data is the legitimate interest of the Data Controller.	For the duration of any legal disputes until completion of the terms of implementation outlined in legal remedies.
Once the retention period has elapsed the data will be destroyed or made anonymous compatibly with technical erasure and backup procedures.		
 <b>Way of processing and provision of data</b>  The processing will be carried out in digital and/or traditional form, with methods and tools aimed at ensuring maximum security and confidentiality, by persons specifically appointed for this purpose.  The provision of your data is necessary to access to the Company's premises. The processing of personal data needed to access control (by badge) will be carried out in digital form, through special software used by the Company. A refusal to provide data will make it impossible to access the Controller's premises.		
 <b>Recipients and data transfer</b>  The Company - without needing specific consent - may communicate personal data to other subjects, the categories of which are described in detail below, for example: <ul style="list-style-type: none"> <li>Third parties (by way of indication, consultants, companies providing IT services, insurance companies providing insurance services, companies offering reception and concierge services, companies carrying out the maintenance of video surveillance systems, etc.), including those not located within the EU, who carry out outsourcing activities on behalf of the Controller, in their capacity as data processors. The transfer of data to countries outside the EU is guaranteed by the adequacy decisions of the European Commission or on the basis of standard contractual clauses;</li> <li>Judicial authorities. These subjects will process the data in their capacity as independent Data Controllers.</li> </ul> Your data will not be subject to disclosure.	 <b>Data Subjects rights</b>  Data Subjects have the right to ask the Controller for access to their personal data, rectification, deletion or portability of their personal data, integration of incomplete personal data, limitation of processing in the cases provided for by art. 18 GDPR. In addition, where applicable, Data Subjects may revoke their consent at any time.  With regard to recorded images, in accordance with the Provisions of the Data Protection Authority in the field of video surveillance, the right to update or supplement, as well as the right to rectification cannot be exercised in practice in view of the intrinsic nature of the data processed. Furthermore, the right to data portability cannot be exercised as the processing is carried out in pursuance of a legitimate interest of the Data Controller.  These rights can be exercised at any time, against the Controller, by sending a specific request in writing to the e-mail addresses <a href="mailto:PrivacySOC@saipem.com">PrivacySOC@saipem.com</a> .  Data Subjects have also the right to lodge a complaint to the competent Supervisory Authority and to use other means of protection provided by applicable law.	