



Dear Supplier / Customer / Agent / Applicant

In this hard moment due to the Coronavirus emergency, we kindly ask your maximum responsible cooperation so that your health and others' health will be protected, avoiding any circumstance of infection.

Recalling the measures released by the authorities, we inform you that the entrance at our premises will not be allowed if the following conditions and circumstances arise:

- If, as you recall, in the last 14 days you had been in contact with persons positive to the coronavirus;
- If you recently had or you are having flu symptoms, such as cough, fever, cold. in this case we are highly recommend to contact your doctor or the green number of Lombardia Region 800 89 45 45 (or the one operative in your region). Do not go to the Emergency and advise your employer;
- If your body temperature, detected with the scanner installed in our reception, is now over 37.5 Celsius degrees.

If none of the conditions mentioned above arise you can enter within our premises. We ask you therefore to precisely respect the below indications:

- Use the dedicated hand sanitizer dispense, or in case this is missing, wash your hands carefully for at least 40 seconds with hot water and soap; repeat the operation as often as possible;
- Use just the bathrooms/ restrooms dedicated to external visitors (our company advisor will indicate you the positions);
- Maintain at least 1 meter distance between you and every person;
- If possible, the drivers should remain in their car/truck: the access to the offices it is not allowed for any reason. For the relevant activities of unloading and loading, the carrier will have to strictly observe the 1 meter rule;
- Do not crowd rooms or any other spaces;
- Always wear your protective mask;
- Cover nose and mouth in case of sneeze or cough with a single use tissue or with the arm;
- Immediately after trash the tissue and wash your hands;
- Avoid touching your eyes, nose and mouth with your hands;
- Avoid hugs and handshakes;
- Use your Self Protective Devices;
- Inform immediately the company reference person in case flu or fever symptoms arise.

Our company reserves the right to check the body temperature for your and others' safety.

In case the temperature will be higher than 37.5 Celsius degrees, you will not be allowed inside the company. A mask will be given to you and you will have to return home and contact your doctor.

Only in this case, your body temperature will be registered and this information will be available for the authorities.

**Having read the information notice, you declare:**

- **To have acknowledged the information above indicated;**
- **To authorize the treatment of my personal data for the purposes indicated above and I declare I am aware of my rights and I know how and where to exercise the same;**
- **To have measured my body temperature in accordance with Ficep S.p.A. internal procedures, before having registered my access to the company.**

Thank you for your cooperation.  
THE MANAGEMENT

**Personal data treatment information according to the Art.13 Reg. EU 2016/679 (GDPR)**

Company FICEP SPA, with legal office in GAZZADA SCHIANNO (VA) VIA MATTEOTTI NR. 21, as owner of the data given through this form, notifies that your information will be handled in paper and digital just to avoid any infection of COVID-19. Juridically the company is allowed to use the information in order to implement the security anti-infection protocols, based on the art. 1 n. 7, let. D) of the Prime Minister Decree form March 11 2020. Your information will be handled internally by the appointed persons. The information form must be signed before the entrance.

Your data will be stored in a dedicate archive with reserved access to the only persons authorized until the end of the emergency, after that the same will be destroyed and in any case will not be communicated externally to others, beside to the specific contacts (for example, in case of the request of the same from the Health Authorities to check the eventual close connections of the worker tested positive to COVID-19). Your data will not be shared in any other cases.

With regard to the same treatment you can exercise your rights as per art. 115 and ss. of the GDPR within the limits and conditions contained in the same and in particular: you have the right to access the data, rectify and cancel it, limit the treatment and for legitimate reasons limit the treatment of the same data.

These rights can be exercised by writing to:

**Ficep Spa – Via Matteotti 21 – Cap 21045 Gazzada Schianno (VA) - Italy**

Tel. **0039 0332 876111**

Email : **ficep@ficep.it**

WEB : **<https://www.ficepgroup.com>**

You have the right to contact the Privacy authority if you think the request of information is against the law.

For the GDPR information please refer to our website **<https://www.ficepgroup.com/privacy-policy>**