

# PRIVACY POLICY

At QUESERIA LAFUENTE, S.A.U. we care about privacy and transparency.

The following are the details of the personal data processing that we carry out and all the relevant information regarding said processing.

## **Job candidates data processing**

Basic data protection information	
<b>Data Controller:</b>	QUESERÍA LAFUENTE, S.A.U.
<b>Purpose:</b>	To carry out personnel selection processes
<b>Lawfulness:</b>	Performance of a contract. The data subjects' consent.
<b>Recipients:</b>	Data transfers are envisaged to: companies of Agrupación Lafuente Corporación Empresarial S.L.
<b>Rights:</b>	You have the right to access, rectify and erase data, as well as other rights indicated in the additional information, which you can exercise by writing to the Data Controller's address (by mail or email: <a href="mailto:protecciondedatos@queserialafuente.com">protecciondedatos@queserialafuente.com</a> ).
<b>Source:</b>	The data subject himself/herself

## **Complete data protection information**

### **1. Who is responsible for processing your data?**

QUESERÍA LAFUENTE, S.A.U.

A39093620

Polígono Ind. Heras; Parcela 304 - 39792 - Heras - CANTABRIA

942526251

protecciondedatos@queserialafuente.com

### **2. For what purpose do we process your personal data?**

At QUESERIA LAFUENTE, S.A.U. we process the information provided by the individuals concerned in order to manage the Curriculum Vitae we receive and carry out personnel selection processes, interviews and other procedures required to find the best possible candidate for a particular job. If you do not provide your personal data, we will not be able to fulfil the aforementioned purposes.

There will be no automated decision-making based on the data provided.

### **3. How long will we retain your data?**

Two years from the last interaction.

### **4. What is the lawful basis for processing your data?**

We indicate the lawful basis for processing your data:

- Performance of a contract: Management of the Curriculum Vitae submitted by the candidate to carry out personnel selection processes to find the best possible candidate for a particular job. (GDPR art. 6.1.b).
- Consent of the data subject: candidate's consent for his data to be transferred to other companies in the group for job. (GDPR art. 6.1.a).

## **5. To which recipients will your data be communicated?**

Data will be communicated to the following recipients: companies of Agrupación Lafuente Corporación Empresarial S.L. for the purpose based on the consent of the data subject.

## **6. Transfer of data to third countries**

No transfers of data to third countries are envisaged.

## **7. What are your rights when you provide us with your data?**

Any person has the right to obtain confirmation as to whether or not QUESERIA LAFUENTE, S.A.U is processing personal data that concern them.

Data subjects have the right to access their personal data and to request the rectification of inaccurate data or, as the case may be, request their erasure when, among other reasons, the data are no longer necessary for the purposes for which they were collected. You also have the right to the portability of your data.

In certain circumstances data subjects may request the limitation of the processing of their data, in which case we shall only store them for the exercise or defence of claims.

In certain circumstances, and for reasons relating to their specific situation, data subjects may object to the processing of their data. In this case QUESERIA LAFUENTE, S.A.U will stop processing the data, except for compelling legal grounds, or to exercise or defend possible claims.

You can exercise your rights materially by writing to the address of the Data Controller. (by mail or email: [protecciondedatos@queserialafuente.com](mailto:protecciondedatos@queserialafuente.com)).

When commercial communications are sent using the legitimate interest of the Data Controller as the lawful basis, the data subject may object to his or her data being processed for this purpose.

If you have granted your consent for a specific purpose, you have the right to withdraw the consent granted at any time, without this affecting the lawfulness of processing based on the consent prior to its withdrawal.

If you feel that any of your rights relating to the protection of your personal data has been infringed, especially if you have failed to receive satisfaction in exercising your rights, you can file a claim to the competent Data Protection Control Authority via its website: [www.agpd.es](http://www.agpd.es)

## **8. How have we obtained your data?**

The personal data we process at QUESERIA LAFUENTE, S.A.U come from: The data subject himself/herself.

## **Customer data processing**

<b>Basic data protection information</b>	
<b>Data Controller:</b>	QUESERÍA LAFUENTE, S.A.U.
<b>Purpose:</b>	To provide the services requested and to send commercial communications.
<b>Lawfulness:</b>	Performance of a contract.  Legitimate interest of Data Controller.
<b>Recipients:</b>	Data transfers are envisaged to: Tax Authorities; Financial Entities; Organisations or people directly linked to the Data Controller.
<b>Rights:</b>	You have the right to access, rectify and erase data, as well as other rights indicated in the additional information, which you can exercise by writing to the Data Controller's address (by mail or email: <a href="mailto:protecciondedatos@queserialafuente.com">protecciondedatos@queserialafuente.com</a> ).
<b>Source:</b>	The data subject himself/herself

## **Complete data protection information**

### **1. Who is responsible for processing your data?**

QUESERÍA LAFUENTE, S.A.U.

A39093620

Polígono Ind. Heras; Parcela 304 - 39792 - Heras - CANTABRIA

942526251

protecciondedatos@queserialafuente.com

### **2. For what purpose do we process your personal data?**

QUESERIA LAFUENTE, S.A.U processes the data provided by data subjects in order to carry out the administrative, accounting and tax management of the services requested as well as to send commercial communications about our products and services. If you do not provide your personal data, we will not be able to fulfil the aforementioned purposes.

There will be no automated decision-making based on the data provided.

### **3. How long will we retain your data?**

Data will be kept while the data subject does not request their erasure and, as the case may be, for the years required to comply with legal obligations.

### **4. What is the lawful basis for processing your data?**

We indicate the lawful basis for processing your data:

- Performance of a contract: Tax, accounting, and administrative management of customers. (GDPR art. 6.1.b).
- Legitimate interest of Data Controller: Sending commercial communications, even in electronic form. (GDPR Recital 47, Law on Information Society Services and Electronic Commerce art. 21.2)

## **5. To which recipients will your data be communicated?**

Data will be communicated to the following recipients:

- Tax Authorities, for the purpose of complying with legal obligations (legal requirement).
- Financial entities, in order to process the corresponding debit payments (contractual requirement)
- Organisations or people directly linked to the Data Controller, in order to provide services for the controller.

## **6. Transfer of data to third countries**

No transfers of data to third countries are envisaged.

## **7. What are your rights when you provide us with your data?**

Any person has the right to obtain confirmation as to whether or not QUESERIA LAFUENTE, S.A.U is processing personal data that concern them.

Data subjects have the right to access their personal data and to request the rectification of inaccurate data or, as the case may be, request their erasure when, among other reasons, the data are no longer necessary for the purposes for which they were collected. You also have the right to the portability of your data.

In certain circumstances data subjects may request the limitation of the processing of their data, in which case we shall only store them for the exercise or defence of claims.

In certain circumstances, and for reasons relating to their specific situation, data subjects may object to the processing of their data. In this case QUESERIA LAFUENTE, S.A.U will stop processing the data, except for compelling legal grounds, or to exercise or defend possible claims.

You can exercise your rights materially by writing to the address of the Data Controller (by mail or email: [protecciondedatos@queserialafuente.com](mailto:protecciondedatos@queserialafuente.com)).

When commercial communications are sent using the legitimate interest of the Data Controller as the lawful basis, the data subject may object to his or her data being processed for this purpose.

If you have granted your consent for a specific purpose, you have the right to withdraw the consent granted at any time, without this affecting the lawfulness of processing based on the consent prior to its withdrawal.

If you feel that any of your rights relating to the protection of your personal data has been infringed, especially if you have failed to receive satisfaction in exercising your rights, you can file a claim to the competent Data Protection Control Authority via its website: [www.agpd.es](http://www.agpd.es)

## **8. How have we obtained your data?**

The personal data we process at QUESERIA LAFUENTE, S.A.U come from: The data subject himself/herself.

The data categories that are processed are:

- Identifying data.
- Postal and e-mail addresses.
- Commercial information.
- Economic data.



## **Supplier data processing**

<b>Basic data protection information</b>	
<b>Data Controller:</b>	QUESERÍA LAFUENTE, S.A.U.
<b>Purpose:</b>	To manage the provision of the contracted services
<b>Lawfulness:</b>	Performance of a contract.  Legitimate interest of Data Controller.
<b>Recipients:</b>	Data transfers are envisaged to: Tax Authorities; Financial Entities; Organisations or people directly linked to the Data Controller.
<b>Rights:</b>	You have the right to access, rectify and erase data, as well as other rights indicated in the additional information, which you can exercise by writing to the Data Controller's address (by mail or email: <a href="mailto:protecciondedatos@queserialafuente.com">protecciondedatos@queserialafuente.com</a> ).
<b>Source:</b>	The data subject himself/herself

## **Complete data protection information**

### **1. Who is responsible for processing your data?**

QUESERIA LAFUENTE, S.A.U.

A39093620

Polígono Ind. Heras; Parcela 304 - 39792 - Heras - CANTABRIA

942526251

protecciondedatos@queserialafuente.com

### **2. For what purpose do we process your personal data?**

QUESERIA LAFUENTE, S.A.U processes the information provided by data subjects in order to carry out tax, accounting and administrative management of suppliers as well as professional contact data. If you do not provide your personal data, we will not be able to fulfil the aforementioned purposes.

There will be no automated decision-making based on the data provided.

### **3. How long will we retain your data?**

Data will be kept while the data subject does not request their erasure and, as the case may be, for the years required to comply with legal obligations.

### **4. What is the lawful basis for processing your data?**

We indicate the lawful basis for processing your data:

- Performance of a contract: To carry out the administrative, accounting and tax management of the outsourced services. (GDPR art. 6.1.b).
- Legitimate interest of Data Controller: Management of professional contact data. (LOPDGDD - Spanish Data Protection Act art.19, GDPR art. 6.1.f).

## **5. To which recipients will your data be communicated?**

Data will be communicated to the following recipients:

- Tax Authorities, for the purpose of complying with legal obligations (legal requirement).
- Financial entities, in order to carry out the corresponding payments (contractual requirement).
- Organisations or people directly linked to the Data Controller, in order to provide services for the controller.

## **6. Transfer of data to third countries**

No transfers of data to third countries are envisaged.

## **7. What are your rights when you provide us with your data?**

Any person has the right to obtain confirmation as to whether or not QUESERIA LAFUENTE, S.A.U is processing personal data that concern them.

Data subjects have the right to access their personal data and to request the rectification of inaccurate data or, as the case may be, request their erasure when, among other reasons, the data are no longer necessary for the purposes for which they were collected. You also have the right to the portability of your data.

In certain circumstances data subjects may request the limitation of the processing of their data, in which case we shall only store them for the purpose of exercising or defending claims.

In certain circumstances, and for reasons relating to their specific situation, data subjects may oppose the processing of their data. In this case QUESERIA LAFUENTE, S.A.U will stop processing the data, except for compelling legal grounds, or to exercise or defend possible claims.

You can exercise your rights materially by writing to the address of the Data Controller. (by mail or email: [protecciondedatos@queserialafuente.com](mailto:protecciondedatos@queserialafuente.com)).

When commercial communications are sent using the legitimate interest of the Data Controller as the lawful basis, the data subject may object to his or her data being processed for this purpose.

If you have granted your consent for a specific purpose, you have the right to withdraw the consent granted at any time, without this affecting the lawfulness of processing based on the consent prior to its withdrawal.

If you feel that any of your rights relating to the protection of your personal data has been infringed, especially if you have failed to receive satisfaction in exercising your rights, you can file a claim to the competent Data Protection Control Authority via its website: [www.agpd.es](http://www.agpd.es)

## **8. How have we obtained your data?**

The personal data we process at QUESERIA LAFUENTE, S.A.U come from: The data subject himself/herself.

The data categories that are processed are:

- Identifying data.
- Postal and e-mail addresses.
- Commercial information.
- Economic data.

## **Processing of data of visitors to the facilities**

<b>Basic data protection information</b>	
<b>Data Controller:</b>	QUESERÍA LAFUENTE, S.A.U.
<b>Purpose:</b>	Record of visits.
<b>Lawfulness:</b>	Compliance with a legal obligation. Legitimate interest of Data Controller.
<b>Recipients:</b>	Data will not be transferred to third parties unless there is a legal obligation to do so.
<b>Rights:</b>	You have the right to access, rectify and erase data, as well as other rights indicated in the additional information, which you can exercise by writing to the Data Controller's address.(by mail or email: <a href="mailto:protecciondedatos@queserialafuente.com">protecciondedatos@queserialafuente.com</a> ).
<b>Source:</b>	The data subject himself/herself

## **Complete data protection information**

### **1. Who is responsible for processing your data?**

QUESERIA LAFUENTE, S.A.U.

A39093620

Polígono Ind. Heras; Parcela 304 - 39792 - Heras - CANTABRIA

942526251

[protecciondedatos@queserialafuente.com](mailto:protecciondedatos@queserialafuente.com)

### **2. For what purpose do we process your personal data?**

QUESERIA LAFUENTE, S.A.U processes the information provided by data subjects for the purpose of recording and managing visits to the facilities of the Data Controller. If you do not provide your personal data, we will not be able to fulfil the aforementioned purposes.

There will be no automated decision-making based on the data provided.

### **3. How long will we retain your data?**

For four years or until the data subject requests their erasure.

### **4. What is the lawful basis for processing your data?**

We indicate the lawful basis for processing your data:

- Compliance with a legal obligation: processing is necessary to comply with a legal obligation applicable to the Data Controller (GDPR art. 6.1.c).
- Legitimate interest of Data Controller: control of entry and exit from the Data Controller's facilities for security reasons and traceability of visits. (GDPR art. 6.1.f).

## **5. To which recipients will your data be communicated?**

Data will not be transferred to third parties unless there is a legal obligation to do so.

## **6. Transfer of data to third countries**

No transfers of data to third countries are envisaged.

## **7. What are your rights when you provide us with your data?**

Any person has the right to obtain confirmation as to whether or not QUESERIA LAFUENTE, S.A.U is processing personal data that concern them.

Data subjects have the right to access their personal data and to request the rectification of inaccurate data or, as the case may be, request their erasure when, among other reasons, the data are no longer necessary for the purposes for which they were collected. You also have the right to the portability of your data.

In certain circumstances data subjects may request the limitation of the processing of their data, in which case we shall only store them for the purpose of exercising or defending claims.

In certain circumstances, and for reasons relating to their specific situation, data subjects may object to the processing of their data. In this case QUESERIA LAFUENTE, S.A.U will stop processing the data, except for compelling legal grounds, or to exercise or defend possible claims.

You can exercise your rights materially by writing to the address of the Data Controller (by mail or email: [protecciondedatos@queserialafuente.com](mailto:protecciondedatos@queserialafuente.com)).

When commercial communications are sent using the legitimate interest of the Data Controller as the lawful basis, the data subject may object to his or her data being processed for this purpose.

If you have granted your consent for a specific purpose, you have the right to withdraw the consent granted at any time, without this affecting the lawfulness of processing based on the consent prior to its withdrawal.

If you feel that any of your rights relating to the protection of your personal data has been infringed, especially if you have failed to receive satisfaction in exercising your rights, you can file a claim to the competent Data Protection Control Authority via its website: [www.agpd.es](http://www.agpd.es)

## **8. How have we obtained your data?**

The personal data we process at QUESERIA LAFUENTE, S.A.U come from: The data subject himself/herself.

The data categories that are processed are:

- Identifying data.
- Commercial information.

They are the following special category data: Data concerning health: Covid 19, infectious diseases, intoxications.



## **Personal data processing**

<b>Basic data protection information</b>	
<b>Data Controller:</b>	QUESERÍA LAFUENTE, S.A.U.
<b>Purpose:</b>	Manage labour relationships
<b>Lawfulness:</b>	Performance of a contract. Compliance with a legal obligation. Compliance with a legal obligation.
<b>Recipients:</b>	Data transfers are envisaged to: Tax authorities, social security and mutual insurance companies; insurance companies; banks and financial entities; healthcare organisations; State Foundation for On-the-job Training (Fundae); organisations or people directly linked with the data controller (by mail or email: <a href="mailto:protecciondedatos@queserialafuente.com">protecciondedatos@queserialafuente.com</a> ).
<b>Rights:</b>	You have the right to access, rectify and erase data, as well as other rights indicated in the additional information, which you can exercise by writing to the Data Controller's address.
<b>Source:</b>	The data subject himself/herself

## **Complete data protection information**

### **1. Who is responsible for processing your data?**

QUESERÍA LAFUENTE, S.A.U.

A39093620

Polígono Ind. Heras; Parcela 304 - 39792 - Heras - CANTABRIA

942526251

[protecciondedatos@queserialafuente.com](mailto:protecciondedatos@queserialafuente.com)

### **2. For what purpose do we process your personal data?**

QUESERIA LAFUENTE, S.A.U. processes the information provided by data subjects to carry out personnel management; training; occupational risk prevention and health surveillance; preparation of payrolls, social security and contributions; recording working times; workplace accidents, if applicable. If you do not provide your personal data, we will not be able to fulfil the aforementioned purposes.

There will be no automated decision-making based on the data provided.

### **3. How long will we retain your data?**

For as long as the employment relationship with the entity lasts and for the years required to comply with legal obligations.

### **4. What is the lawful basis for processing your data?**

We indicate the lawful basis for processing your data:

- Performance of a contract: Personnel management, training and education. (GDPR art. 6.1.b).
- Compliance with a legal obligation: Occupational risk prevention and health surveillance; preparation of payrolls, social security and contributions; recording

working times; management of workplace accidents, if applicable. (Act 31/1995, of November 8, on Occupational Risk Prevention; Legislative Royal Decree 2/2015, of October 23, approving the consolidated text of the Workers' Statute Law; Legislative Royal Decree 8 / 2015, of October 30, approving the consolidated text of the General Social Security Act; Royal Decree-Law 8/2019, of March 8, on urgent measures of social protection and combating insecure working hours; GDPR arts. 6.1.c and 9.2.b).

- Compliance of a legal obligation: considering art. 51 of the GDPR, in so far as biometric data belong to a special category, in cases of biometric identification (art. 9.1. GDPR), it will be necessary, in addition to one of the lawful bases established in article 6 of the GDPR, for one of the exceptions foreseen in article 9.2. of the GDPR to be met, which would allow the general prohibition on the processing of these types of data, established in article 9.1. to be lifted. Special mention must be made in this point, to letter b) of article 9.2 of the GDPR, according to which the general prohibition on processing biometric data will not be applicable when "processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject".

## **5. To which recipients will your data be communicated?**

Data will be communicated to the following recipients:

- Tax Authorities, Social Security and Mutual Insurance Companies, for the purpose of presenting taxes and social security obligations (legal requirement).
- Insurance companies, for the purpose of complying with obligations regarding collective insurance schemes, handling worker claims.
- Banks and financial entities, for the purpose of carrying out payroll payments (contractual requirement).

- Healthcare organisations, for the purpose of providing occupational risk prevention and worker health surveillance services.
- State Foundation for on-the-job Training (Fundae), for the purpose of managing employee training subsidies (contractual requirement).
- Organisations or people directly linked to the controller, for the purpose of providing services related to labour relation management.

## **6. Transfer of data to third countries**

No transfers of data to third countries are envisaged.

## **7. What are your rights when you provide us with your data?**

Any person has the right to obtain confirmation as to whether or not QUESERIA LAFUENTE, S.A.U is processing personal data that concern them.

Data subjects have the right to access their personal data and to request the rectification of inaccurate data or, as the case may be, request their erasure when, among other reasons, the data are no longer necessary for the purposes for which they were collected. You also have the right to the portability of your data.

In certain circumstances data subjects may request the limitation of the processing of their data, in which case we shall only store them for the purpose of exercising or defending claims.

In certain circumstances, and for reasons relating to their specific situation, data subjects may oppose the processing of their data. In this case QUESERIA LAFUENTE, S.A.U will stop processing the data, except for compelling legal grounds, or to exercise or defend possible claims.

You can exercise your rights materially by writing to the address of the Data Controller (by mail or email: [protecciondedatos@queserialafuente.com](mailto:protecciondedatos@queserialafuente.com)).

When commercial communications are sent using the legitimate interest of the Data Controller as the lawful basis, the data subject may object to his or her data being processed for this purpose.

If you have granted your consent for a specific purpose, you have the right to withdraw the consent granted at any time, without this affecting the lawfulness of processing based on the consent prior to its withdrawal.

If you feel that any of your rights relating to the protection of your personal data has been infringed, especially if you have failed to receive satisfaction in exercising your rights, you can file a claim to the competent Data Protection Control Authority via its website: [www.agpd.es](http://www.agpd.es)

## **8. How have we obtained your data?**

The personal data we process at QUESERIA LAFUENTE, S.A.U come from: The data subject himself/herself.

The data categories that are processed are:

- Identifying details.
- Postal and e-mail addresses.
- Economic data.

They are the following special category data: health, fingerprint.