

Website Information - Work With Us

Artt. 13 -14 Reg. UE 2016/679 "GDPR"

DATA CONTROLLER



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WHAT IS THE PURPOSE OF THE PROCESSING?



In compliance with the EU Regulation 2016/679 "GDPR" on the processing of personal data and their free movement and with the Legislative Decree 196/2003 as amended and supplemented "Personal Data Protection Code", we inform you, as "Data Subject", that we process your data to evaluate and possibly select your application. The purpose is to verify the existence of the requirements, profiles, titles and professional skills that you possess for a possible employment with the Company, as well as to identify the best job position. In particular, your data will be processed for the following purposes:

1. to evaluate your CV and other information you provide during interview;
2. to draw up professional, aptitude and similar profiles in order to identify the most suitable role and/or task for you;
3. to manage your placement within the Company on the basis of your skills and to carry out the bureaucratic and administrative tasks and for the company's activities in general, aimed at your eventual employment;
4. for comparing Your professional profile with the profiles of other candidates;
5. for sending correspondence, in paper or electronic form, related to the management of Your file;
6. in cases provided for by law, EU legislation, regulations, to assert or defend a right, including by a third party, in court, as well as in administrative proceedings or in arbitration and conciliation procedures.

In case the need arises to have to pursue further purposes of processing your data, which have not been indicated in this notice, we will inform you in advance about the new processing methods. The provision of data for the above purposes is necessary for the consideration of your application and, therefore, your consent is not required.

ON WHAT LEGAL BASIS DO WE PROCESS THE DATA?



Pursuant to Art. 6 GDPR, letter b), the processing is necessary for the performance of a contract to which the data subject is a party or the execution of pre-contractual measures taken at the request of the data subject: the reference is for the establishment of an employment relationship with the Company, following the submission of your application.

For the processing of special data (so-called "sensitive" data), pursuant to Article 9 GDPR, pr.2, lett. b), the processing is necessary to fulfill the obligations and exercise the specific rights of the Data Controller or the data subject in the field of labor law and social security and social protection: the reference is to the information requested during the interview regarding membership in "special categories." In addition, the processing of judicial data, pursuant to Art. 9 GDPR, pr.2(f), the processing is necessary to ascertain, exercise or defend a right, including by a third party, in court, or whenever judicial authorities exercise their jurisdictional functions.

FROM WHOM DO WE COLLECT DATA?



We collect, where possible, personal data directly from the Data Subject. For the purposes of, and within the limits of, the relationship established with the Data Subject, we may make requests to other autonomous Data Controllers, such as private facilities, public agencies, public registers and/or databases. Only if strictly necessary, and on a residual basis, we may contact a close relative or family member.

WHAT CATEGORIES OF DATA DO WE PROCESS?



We request and process personal data categorized as:

- **Common:** personal data (such as: first name, last name, address, date and place of birth, citizenship, marital status, residence, profession, etc.), social security number, ID and driver's license identifiers, contact data (e-mail, telephone), data related to curriculum vitae, professional experiences including past ones, data related to marital status, and data related to the composition of one's household.
- **Particulars:** data relating to health status (such as, for example: documents certifying membership in special categories, results of medical examinations carried out in accordance with the law or contract to ascertain suitability/unsuitability for work and for assignment to specific tasks), data suitable for revealing membership in political parties (e.g: in the case of the exercise of public functions or political offices, organization of public initiatives, as well as participation in the composition of polling stations as a list representative, for the purpose of requesting leave or expectations to hold elective public offices), trade unions, associations/organizations of a religious or philosophical, recreational, cultural, educational or welfare nature, data disclosing racial/ethnic origins, language strains, religious beliefs (to assess the need for leave and/or religious holidays other than Catholic in accordance with current regulations).
- **Judicial:** data on criminal records, registry of administrative penalties dependent on crime and related pending charges.
- **Other personal data:** biographical and curricular information, information regarding your preferences regarding duties to be held within the Company.

Your refusal would make it impossible for the Company to consider your application and carry out the necessary steps related to the processing of the evaluation, selection and eventual employment file.

TO WHOM DO WE DISCLOSE PERSONAL DATA?



Data are processed at the legal and operational headquarters of the Data Controller and in any other place where the parties involved in the processing may be located.

Your personal data may be disclosed to public bodies and relevant institutions in order to comply with obligations under laws and regulations, as well as may be disclosed to external companies performing outsourced activities on behalf of the Data Controller, in their capacity as data processors. These data processors are accredited by us in advance and authorized to process the data exclusively for the purposes described above, including the proper management of the contractual relationship established between the parties.

HOW DO WE PROCESS THE DATA?



Your personal data will be processed by our Organization through the use of analog and digital systems.

Only personnel authorized by the Data Controller will have access to your data in order to carry out processing or system maintenance operations. We take all useful technical and organizational measures to avoid problems of unauthorized access, disclosure, modification or destruction.

We also specify that we do not use, within our organization, an automated decision-making process, including profiling, which produces legal effects concerning you and/or significantly affects you.

IS DATA TRANSFERRED TO COUNTRIES OUTSIDE THE EU?



Your data will not be transferred to third countries outside the European Union and with data protection regulations that are not aligned with the GDPR; moreover, it will not be subject by us to any dissemination to unauthorized third parties for purposes other than those stated in this policy.

HOW LONG DO WE KEEP THE DATA?



We will process your data for the time necessary to achieve the aforementioned purposes and for the period stipulated by current regulations.

At the end of the stipulated period, the data will be destroyed, redelivered or processed ensuring compliance with the principle of minimization, protecting the rights and freedoms of the data subject and always storing them with appropriate technical and organizational security measures.

WHAT ARE YOUR RIGHTS?



The data subject has the right to request from the Data Controller access to and rectification or erasure of personal data or the restriction of processing concerning him or her or to object to its processing, as well as the right to data portability, in accordance with the GDPR and, therefore, at any time he or she may request a digital copy of the data or its automatic transfer to other companies. In the cases provided, he or she may also object to or revoke the consent given. The data subject's right to lodge a complaint before the Data Protection Authority remains unaffected. Any request to exercise rights will be evaluated within the limits of Articles 23 GDPR and 2-undecies and 2-duodecies Privacy Code. To exercise these rights or to obtain information on their content, we invite you to send a request by e-mail to the address of the Data Controller, indicated above, using the "Form for the Exercise of Rights of the Data Subject" made available by the Data Controller on the institutional website.