

PRIVACY NOTICE ON PERSONAL DATA PROCESSING - CANDIDATES

(art.13 e 14 of EU Data Protection Law, 27 April 2016 n. 679)

Dear Mr. / Mrs. _____,

According to EU Data Protection Law 2016/679 (GDPR), our company, as personal data Controller, informs you about the identity and contact details of the Controller, the processing purpose, other recipients of collected data, how long we store it for and your rights with regard to the personal data that we hold about you.

Controller identity and contact details

Data Controller is DI QUATTRO S.R.L., located in Mirandola (MO), Italy, Via Montorsi n.2, c.f. e p.i. 02679110367, tel. +39 0535 23750, mail: info@diquattrosrl.it, pec: diquattro@pec.diquattrosrl.it, embodied in *pro tempore* legal representative.

Data processing subject

The Controller processes personal data included in your *curriculum vitae*.

Data referred to the party concerned shall also be updated and enriched basing on information publicly available and/or collected from third parties. Moreover, the Controller reserves the right to undertake suitable checks on the accuracy of data provided by the party concerned and/or contained in the *curriculum*, particularly on educational qualifications obtained and previous working experiences.

Legal basis and data processing purpose

Processed personal data is the one deliberately provided by candidate when sending the *curriculum*, or during assessment interviews, or direct contacts.

Personal data deliberately sent and/or provided following personnel research/selection, are processed by pursuing equality between men and women at work, with no discrimination of candidates of either sex, in accordance with the existing regulation, exclusively for evaluation and selection purposes, or to suggest different types of job offers, suitable to the professional profile of the concerned party.

How we process your data and how long we store it for

Processing of personal data is implemented through the operations indicated in art. 4 n. 2 GDPR and precisely: collection, registration, organization, storage, consultation, processing, amendment, selection, extraction, comparison, use, interconnection, blockage, communication, cancellation and destruction of data.

Through provided data, no profiling activity will be undertaken, as defined in art. 4 n. 4 GDPR.

Data are subject to automatic and non-automatic processing, with respect to adequate technical and organizational safety measures, according to art.32 GDPR.

This data shall be processed for the period of time strictly necessary to meet the indicated purposes and, in any case, stored for a period of time not exceeding twelve months from their receipt.

Recipients of collected data

Data shall be made available to employees and collaborators of the Controller, belonging to the Personnel Area, as authorized and/or internal responsible for data processing. Collected data shall be subject to transfer inside the group to which the concerned society belongs.

Same data shall be communicated to persons entitled to access by the power of law, regulations and legislations.

The abovementioned data shall not be subject to distribution.

Data transfer

The Controller shall not transfer personal data to third Countries. However, he reserves the right to use services in *cloud* and, in this case, the services suppliers will be selected among those who provide adequate warranties, as referred to in art.46 of GDPR.

Nature of data provision and consequences of refusal to answer

Data provision to our company is optional. However, any refusal of data processing implies the impossibility of taking in consideration the party concerned for sought working positions.

Your rights with regard to the personal data that we hold about you

With relation to personal data processing, you are entitled to:

- Ask the Controller the access of personal data (art.15) and correction (art.16), or cancellation of the same (art.17), or processing limitation of data related to you (art.18), or processing refusal (art.21);
- Ask for data portability (art.20);
- Withdraw the consent at any time, without affect the lawfulness of processing based on the consent given before the withdrawal (art.7 par.3);
- Lodge a complaint with a supervisory authority (art.51).

Mirandola, 25 May 2018

The Controller
DI QUATTRO S.R.L.