

INFORMATION ON DATA PROCESSING
ARTICLES 13 AND 14 OF REGULATION (EU) 2016/679

Data Subjects: candidates to be taken into consideration for establishing an employment relationship

Dear candidate,

“ANDREOLI E C. SRL”, as the Data Controller of your personal data, pursuant to and for the purposes of Regulation (EU) 2016/679 hereinafter referred to as “GDPR”, hereby informs you that the above-mentioned legislation provides for the protection of data subjects with regard to the processing of personal data and that such processing will be based on the principles of fairness, lawfulness, transparency and protection of your confidentiality and your rights.

In order to fulfil its purpose of recruiting personnel so as to establish an employment relationship, the data controller needs to acquire personal data, either directly from the data subject in person or, possibly, through the website or via e-mail including, for example, name and surname, phone or mobile number, e-mail address and, specifically, a professional CV, which could potentially contain data considered “special”, namely personal data that could reveal the person’s state of health, racial and ethnic origin, religious, philosophical or other beliefs, political opinions, membership of parties, trade unions, associations or organisations of a religious, philosophical, political or trade unionist nature, in compliance with Art. 9 of the GDPR. Any data relating to judicial measures covered by Art. 10 of the GDPR may be requested in order to comply with specific legal obligations.

Purposes and legal basis of processing: specifically, your data will be processed for the following purposes associated with the fulfilment of obligations relating to:

- Recruiting personnel to establish an employment relationship. Legal basis: fulfilment of pre-contractual measures with reference to Article 6 (1)(b), as well as Art. 111 bis of Leg. Decree 196/2003.

The data controller may also process your data for communication purposes (by e-mail, post and/or text message and/or phone calls, etc.) in order to get in touch with you regarding a possible employment relationship.

Processing methods. Data is processed manually and/or using computers and online tools, in such a way as to ensure the security, integrity and confidentiality of the data in compliance with the physical and logical organisational measures set out in the applicable provisions in order to reduce as much as possible any risk of destruction or loss, unauthorised access, modification and unauthorised disclosure in compliance with the procedures set out in Articles 6 and 32 of the GDPR.

Recipients: In order to carry out certain activities, or to assist in running and organising the business, some data may be brought to the attention of or disclosed to recipients. These parties can be:

Third parties: (disclosed to: natural or legal persons, public authorities, services or other bodies other than the data subject, the data controller, the data processor and the authorised persons in charge of processing) including:

- Subjects/Bodies, if any, whose right to access your data is recognised by legal obligations;
- Where necessary: any recruitment companies
- Any other parties to whom data disclosure is necessary in order to achieve the above-mentioned purposes.

Data processors: (the natural or legal person, public authority, service or other body that processes personal data on behalf of the data controller)

- Companies and other entities, any recruitment companies, consultants and freelancers to whom mandates have been given to manage compliance with labour regulations and occupational health and safety regulations, etc;
- Suppliers of computer, web or other services, which are necessary to achieve the purposes required to handle the relationship and, in particular, of communications.

Within the company, your data will be processed only by personnel specifically authorised by the Data Controller, ensuring that a confidentiality agreement is in place and, in particular, by the following categories of personnel:

- Administration office;

Transfer of data to third countries: The data controller does not transfer personal data to non-EU countries. If necessary, the persons concerned will be informed in advance and measures will be taken to guarantee that the data are transferred to the recipients, which, depending on the case, may include: checking whether adequacy decisions exist for the recipient country (this check will be carried out by the Commission), whether standard contractual clauses have been signed, or whether any additional measures have been taken to implement the European Data Protection Board (EDPB) Recommendation 01/2020.

Notwithstanding these guarantees, for data processing (in ref. to Art. 49 of the GDPR), where applicable, the existence of a contract or pre-contractual measures in favour of the data subject or consent to data transfer will be checked.

Disclosure: Your personal data will not be disclosed in any way.

Retention period: Please note that, in accordance with the principles of lawfulness, purpose limitation and data minimisation, pursuant to Art. 5 of the GDPR, your personal data will be retained

- for a period of time not exceeding the achievement of the purposes for which they were collected and processed, within the mandatory timeframe prescribed by law, and within the timeframe for the achievement of our recruitment purposes.

Data Controller: in accordance with regulations, the Data Controller is “**ANDREOLI E C. SRL**”, with registered office and headquarters in Via Taruffi, 24 - 41053 Maranello (MO), ITALY, VAT number/Tax Code: 02346880368 in the person of its pro tempore legal representative.

You can request further information on the data provided by sending an e-mail to info@andreolisrl.com or a fax to +39 0536 - 932175. You can find further information on the privacy policies adopted by our company at www.andreolisrl.com.

Reg. (EU) 2016/679: Articles 15, 16, 17, 18, 19, 20, 21, 22, 23 - Rights of the data subject

1. The data subject has the right to obtain confirmation as to whether or not personal data concerning him/her exist, regardless of their being already recorded, and communication of such data in intelligible form.
2. The data subject has the right to be informed:
 - a. of the origin of the personal data;
 - b. of the purposes and methods of processing;
 - c. of the logic applied when data is processed electronically;
 - d. of the identification details of the holder, data processors and designated representative pursuant to Article 5, paragraph 2;
 - e. of the parties or categories of parties to whom the personal data may be disclosed or who may become aware of such data in their capacity as designated representative in the territory of the State, data processors or persons in charge of processing.
3. The data subject has the right to require:
 - a. the updating, rectification or, if interested, integration of data;
 - b. the erasure, transformation into anonymous form or blocking of data processed in breach of the law, including data whose retention is unnecessary for the purposes for which the data were collected or subsequently processed;
 - c. proof that the operations referred to in letters a) and b) have been brought to the attention, also with regard to their content, of those to whom the data have been communicated or disseminated, unless this is impossible or involves the use of means clearly disproportionate to the protected right;
 - d. data portability.
4. The data subject has the right to object, in whole or in part:
 - a. for reasons justifying the processing of his/her personal data, even if they are relevant to the purpose of collection;
 - b. the processing of personal data concerning him/her for the purpose of sending advertising or direct sales materials or for conducting market surveys or for commercial communications.
 - c. Where applicable, data subjects also have the right to lodge a complaint with the Supervisory Authority in accordance with the established procedures. For any further information, and in order to assert the rights recognised to you by EU Regulations, you may contact the data controller at the contact details given above.

For acceptance (to be filled in by the data subject)

I, the undersigned data subject, have received the information provided by the Data Controller pursuant to Articles 13 and 14 of the GDPR and confirm that I have read this privacy notice on the processing of data for the purposes described above.

PlaceDate

Name, Surname:

Signature: