

Privacy Policy for candidates ex Art. 13 and 14 of REGULATION (EU) 2016/679 (GDPR – General Data Protection Regulation)

The European Regulation EU/2016/679 (hereinafter “Regulation”) lays down rules on the protection and processing of personal data, as well as rules on the free movement of such data. In compliance with the principle of transparency provided by art. 5 of the Regulation, ITALCARRELLI S.P.A., as Data Controller provides the applicant with the information requested by art. 13 and 14 of the Rules of Procedure.

1. Data Controller

The Data Controller is the company ITALCARRELLI S.P.A., in the person of the legal representative pro tempore, with registered office in Chiampo (VI), via Monte Rosa 9, www.italcarrelli.eu.

2. Object of the processing and nature of the data

ITALCARRELLI S.p.A. carries out the activity of processing your data collected on the voluntary insertion of the aforementioned personal data in the form of self-disclosure. Your personal data are therefore processed for the purposes of personnel selection.

3. Purpose of processing and provision of data

The data that are provided by you through the transmission of your application or later will be processed for the following purposes:

- a) Assessment of the consistency of your profile with respect to the positions opened at ITALCARRELLI S.p.A. and, in general, make all the appropriate assessments with regard to the possibility of establishing a working relationship or collaboration between you and ITALCARRELLI S.p.A.;
- b) Manage the selection procedures for collaborators and employees ;
- c) Contact the person in order to schedule interviews that are necessary.

The provision of your personal data for these purposes is optional but failure to provide it would make it impossible for ITALCARRELLI S.p.A. to evaluate your profile and, if necessary, to contact you.

More precisely, ITALCARRELLI S.p.A. may collect:

- Personal data;
- Electronic and e-mail addresses;
- Previous work experience;
- References;
- Qualifications obtained.

Since *particular* c.d. data may be present within your Curriculum (revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade-union membership, information concerning health or sexual life or sexual orientation), pursuant to art. 9 c.2 lett. a) of the Regulation, your consent must be considered a necessary condition for such processing. If you do not express your explicit consent to the processing of particular categories of your personal data by the Data Controller, your application may not be taken into account.

4. Methods of data processing and any recipients

The processing of personal data will be carried out with paper methods and IT tools in compliance with the provisions on the protection of personal data and, in particular, the appropriate technical and organizational measures referred to in art. 32 of the Regulation, and with the observance of any precautionary measure that ensures its integrity,

confidentiality and availability. Specific security measures are observed to prevent the loss of data, illicit or incorrect use and unauthorized access.

Only employees and/or collaborators of the Data Controller, which operate as “Appointed”, complying with specific instructions given, specifically authorized and instructed by the Data Controller pursuant to art. 29 of the Regulation. The processing of personal data takes place at the headquarters of the Data Controller.

Data recipients:

The personal data provided may be communicated to third parties in order to manage your request for collaboration/recruitment. More precisely, the data may be communicated to:

- Legal, tax and labour professionals and consultants;
- Employment agencies;
- Authorities competent for the fulfilment of legal obligations and/or provisions dictated by public bodies;
- External entities that manage/support/assist, even occasionally, the Owner in the administration of the computer system and telecommunications networks (including e-mail and the website).

In relation to these categories of recipients, the Data Controller undertakes to rely exclusively on subjects who provide adequate guarantees regarding data protection, and will appoint the mas Data Processors pursuant to art. 28 of the Regulation.

Personal data will not be further disclosed, unless required by a law or regulation or by Community legislation.

5. Transfer of personal data abroad

In any case, it is understood that the Data Controller, if necessary to execute its request, ensures from now on that the transfer of data outside the European Union will take place in accordance with the applicable legal provisions stipulating, if necessary, agreements that guarantee an adequate level of protection and/or adopting the standard contractual clauses provided by the European Commission.

6. Data retention period

The retention period of data is linked to the purpose of the processing being carried out for the time strictly necessary to achieve the purposes for which they were collected.

Your personal data will be kept for a maximum of two years from the receipt of the Curriculum or, alternatively, for one year from the date of the eventual interview, except for the possible establishment of the employment relationship and/or collaboration.

7. Rights of the candidate

At any time, the candidate may exercise, in relation to the Data Controller, his rights as provided for by art. 15-22 of the GDPR. In particular, at any time, the candidate will have the right to ask:

- Access to his personal data;
- Their correction in case of inaccuracy of the same;
- Deletion;
- The limitation of their treatment.

He will also have:

- the right to object to their processing if processed for the pursuit of a legitimate interest of the Data Controller, if it considers its fundamental rights and freedoms violated;
- the right to withdraw consent at any time in relation to the purposes for which it is necessary;

- The right to data portability, namely the right to request and receive in a structured, commonly used and machine-readable format, personal data relating to the candidate.

The candidate may finally propose, as a natural person concerned, a complaint to the Guarantor for the protection of personal data, following the procedures and indications published on the official website of the Authority on www.garanteprivacy.it.

The above rights may be exercised by sending a written request to the Data Controller to be sent to the address indicated in art. 1 or by sending an email to the dedicated email address privacy@italcarrelli.eu.

The exercise of rights is not subject to any form of constraint and is free of charge.

REVIEW 02 of 01/09/2023

CONSENT TO THE PROCESSING OF PERSONAL DATA OF THE DATA SUBJECT

I, the undersigned.....

Born in the

Tax code

Resident in

AGREE

Pursuant to and for the purposes of Regulation (EU) 2016/679, with the subscription of this form, to the processing of personal data in the manner and within the limits set out in the attached Policy. This consent is expressly referred by me to the data defined by the aforementioned regulation, pursuant to art. 9 c.1, as “particulars” and whose nature is known to me.
