

Dear Sir/Madame

**SUBJECT: Information pursuant to and for the purposes of Articles 13 and 14 of GDPR UE 2016/679 and national legislation in force concerning personal data processing.**

In order to establish and manage the current work relationship with you, our Company processes data about you and your family members which qualify as personal data pursuant to GDPR 2016/679 and national legislation in force.

**Purposes of processing**

Collection and processing of personal data are carried out:

1. To manage our E-recruitment system and, in particular, the CVs sent to us through the contact form on the website, with the sole purpose of responding to the requests sent to us and for the purposes of assessing the profile for the potential establishment of a work relationship or professional collaboration (please note that, pursuant to national legislation in force, your CV shall not contain sensitive data; in addition, with regard to sensitive data of disabled workers, pursuant to legislation in force (68/99) on the placement of disabled workers, please do not provide any information about your disability and simply state that you meet the requirements).

The data will be processed according to the principles of accuracy, lawfulness, transparency and protection of your privacy and rights. Your personal data will be processed for the entire duration of the employment relationship and also afterwards for the fulfilment of all legal requirements.

**Methods of data processing**

The processing of data for the purposes set out above occurs both automatically, on electronic or magnetic media, and non-automatically, on paper, in compliance with confidentiality and security obligations provided for by law, consequent regulations and internal provisions.

**Place of processing**

Data are currently processed and stored at our registered office, Via E. Fermi, 43/b - 31038 Paese (TV). Data are also processed, on behalf of our Company, by professionals and/or companies entrusted with conducting technical, development, management and administrative-accounting activities.

**Compulsory or optional nature of data provision and consequences of any refusal to provide them**

The provision of data is optional, not mandatory; however, refusal to provide them in whole or in part may make it impossible for our Company to perform the service.

**Communication of data**

Without prejudice to the communications and disclosures made in compliance with legal obligations, your personal data can be transferred in Italy and/or abroad to:

- Internal staff expressly appointed for such tasks;
- Professionals and consultants, consultancy firms, personnel selection companies, public employment agencies, public and private training bodies;
- Subjects who can access your data in compliance with legal provisions;

**Transfer of data abroad**

Your data can be disclosed and/or transferred abroad, even to non-European third countries, only for the execution of the obligations arising from the service contract and/or the mandate of which you are a party, or to fulfil, before the contract ends, your specific requests, that is for the performance or execution of a contract concluded in your favour in full compliance with articles 44 et seq. of GDPR 2016/679, or for exclusively technical reasons related to the structure of the Company Information System and/or the application of technical and organizational security measures deemed suitable by the Controller (Art. 32 GDPR 2016/679).

**Duration of data retention**

The data provided in your curriculum vitae will be stored in our archives even after the job interview, in order to fulfil potential requirements connected with and arising from this activity. And, in any case, according to the following criteria:

- until the service is provided ("limitation of storage principle", Art.5 of EU Regulation 2016/679) or according to the time limits required by law. A periodic review is carried out to assess whether stored data are obsolete in relation to the purposes for which they were collected.

**Rights of the data subject**

As for personal data, the subject can exercise the rights provided for, subject to limits and conditions, by Articles 15 to 22 of GDPR 2016/679 and national legislation in force. In the event of signing any form of consent to the processing requested by this Company, the data subject may withdraw it at any time, without prejudice to the mandatory fulfilments provided for by the legislation in force at the time of the request for withdrawal, by contacting the Data Controller using the contact details provided below.

**Right to lodge a complaint**

Data subjects who consider that the processing of their personal data is in breach of the provisions of GDPR 2016/679 have the right to lodge a complaint with GALDI SRL, as laid down in Article 77 GDPR 2016/679 itself or to take appropriate legal action (Article 79 GDPR 2016/679).

**Data controller**

The controller you can turn to to exercise the rights laid down in Articles 15 to 22 of GDPR 2016/679 and in national legislation in force, is GALDI SRL, Via E. Fermi, 43/b - 31038 Paese (TV). The list of processors is available, upon request, at the company's secretary's office. You can also exercise your rights by sending an email to [info@galdi.it](mailto:info@galdi.it).

Paese, 20/04/2020

GALDI SRL