

RECRUITMENT CANDIDATE PRIVACY NOTICE
Article 13 Regulation (EU) 2016/679
“General Data Protection Regulation”

Dear Sir / Madam,

This notice sets out how we, Fondazione Penta ETS, an organization incorporated in Italy (Fiscal Code 92166930286) with registered office in Padova, Corso Stati Uniti, 4 (hereinafter “**Penta**” or the “**Organization**”), handle your personal data in relation to our recruitment process and staff selection activity. We will process your personal data in accordance with Regulation (EU) 2016/679 General Data Protection Regulation (the “**GDPR**”) and the Legislative Decree n. 196 of 30 June 2003 “Personal data protection Code” (the “**Code**”), and accordingly we provide you with the following information.

First of all, except as otherwise expressly provided for in this notice, the following terms shall have the meaning specified hereunder (in line with the definitions set out in Article 4.1 of the GDPR):

- “**Data Controller**”: *“the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data”;*
- “**Personal Data**” or “**Data**”: *“any information relating to an identified or identifiable natural person (‘Data subject’). “An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person;*
- “**Processing**”: *“any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction”.*

a) Data Controller:

Fondazione Penta ETS acts as Data Controller.

b) Data Protection Officer (DPO):

We have appointed a Data Protection Officer pursuant to Article 37 of the GDPR. The DPO may be contacted at the following e-mail address: dpo@pentafoundation.org

c) Purposes and legal basis of the processing:

We process your personal data for the purpose of managing your application within our recruiting and staff selection activity.

The processing of your data is necessary to evaluate your application, therefore it does not require your consent (Article 6.1, let. b), of the GDPR) as it is carried out to follow up your request to enter into an employment contract.

The personal data you provide us with may include some special categories of personal data, including data concerning health, your trade union membership, your belonging to sheltered groups, reason for exemption from military service, etc. To process such sensitive data we need your consent. Please beware that you can withdraw your consent at any time, however withdrawal of your consent does not affect the lawfulness of processing based on your consent before its withdrawal.

Should you not grant us with your consent for the processing of special categories of personal data that may be present in your resume, or withdraw it afterwards, we will delete those data.

The provision of your data is optional, but failure to provide them will make it impossible for us to evaluate your application.

d) Who will process your data:

We may share your personal data with other entities, such as head hunters, while within the Organization, your personal data will be processed by persons authorized of the processing belonging to the following departments: (i) People, Communications and Culture Department; and (ii) the Department in which you will perform your duties.

e) Transfer of data outside the European Union:

Within the purposes listed above, your personal data will not be transferred to countries outside the European Union.

f) Means of the processing:

Your data will be processed both on paper and electronically to handle your application and make contact with you. We take steps to ensure that your personal data is subject to appropriate security measures.

g) For how long we process your data:

Your data will be processed for the time necessary to duly handle your application; at any rate your data will be store up to a maximum of heighten (18) months as of their receipt. Afterwards we will destroy them.

h) Your rights:

By notice to be sent to the e-mail address legal@pentafoundation.org, you may at any time exercise the rights provided for by Artciles 15 to 22 of the GDPR, such as:

- obtaining confirmation as to whether or not personal data concerning you is being processed;
- obtaining access to your personal data and to the information set out in Article 15 of the GDPR;
- obtaining the rectification of the inaccurate personal data that concern you without undue delay or the supplementing of incomplete personal data;
- obtaining the erasure of the personal data that concern you without undue delay;
- obtaining the restriction of processing the personal data that concern you;
- being informed of any rectifications or erasures or restrictions of processing in relation to the personal data that concern you;
- receiving in a structured, commonly used and machine-readable format the personal data that concern you;
- objecting at any time, on grounds associated with your specific situation, to the processing of the personal data that concern you.

The above is without prejudice to your right to withdraw at any time whatsoever consent to data processing you might have granted.

You can find the complete list of your rights on www.garanteprivacy.it.

i) Complaint to the Data Protection Authority:

Should you consider the processing of your data infringes the GDPR, you may in any event lodge a complaint before the Italian Data Protection Supervisory Authority (www.garanteprivacy.it) or to the Data Protection Supervisory Authority of the Member State of your habitual residence, place of work or place of the alleged infringement.

**Consent
Pursuant to Article 9 of the GDPR**

I hereby, according to Article.2, let. a) of the GDPR, give the consent to the processing of my special categories of personal data to manage my application within the recruiting and staff selection activity of Fondazione Penta ETS.

- I agree
- I do not agree

THE RECRUITMENT CANDIDATE
