

# **INFORMATION FOR CANDIDATES**

## **PURSUANT TO ART. 13 OF THE 2016/679 EUROPEAN REGULATION (GDPR)**

According to the art. 13 of the European Regulation (EU) 2016/679 (hereinafter GDPR), and in relation to personal data referred to by ACTION ICT S.r.l. will be available upon evaluation of your application, we inform you of the following:

### **1. DATA CONTROLLER AND DATA PROTECTION OFFICER**

The data controller is ACTION ICT S.r.l. (hereinafter also referred to as "ACTION ICT") with registered office in Via Medici n.8, 20123 Milan (Italy), VAT number 03187630128. The Data Controller has not appointed, not being responsible, a person responsible for the protection of personal data (DPO data protection officer).

### **2. PURPOSE OF THE DATA PROCESSING**

The processing is aimed at the correct and complete execution of research, evaluation and selection of personnel for the establishment of an employment relationship to cover current and future open job positions.

### **3. LEGAL BASIS OF DATA PROCESSING**

ACTION ICT process your personal data lawfully, where the processing:

- it is strictly necessary for the execution of the aforementioned purposes, whose legal basis is the execution of pre-contractual activities;
- it is necessary to fulfill a possible administrative obligation (for example for tax, social security and assistance, health and safety at work, protection of health, order and public safety), whose legal basis is the regulatory prescription;
- it is based on the express consent (with reference to the "particular data" referred to in Art. 9 of the GDPR), in particular for the processing of data suitable for revealing the state of health and belonging to protected categories, which could become necessary to achieve the aforementioned purposes.

Please note that any processing of such personal data will also take place in compliance with the provisions of the disability regulations.

#### **4. CONSEQUENCES OF FAILURE TO COMMUNICATE PERSONAL DATA**

With regard to personal data, failure to communicate the same will make it impossible to process your data and consequently, the impossibility of completing the evaluation of the application of interest to you and therefore to proceed with the eventual selection and hiring.

#### **5. DATA PROCESSING AND STORAGE PROCEDURES**

Personal data may be processed either by means of paper archives or computer or electronic data (stored on portable, fixed and server devices) and processed with methods strictly necessary to meet the aforementioned purposes.

Your personal data will be stored for the minimum period of time envisaged by the relevant legislation (up to 24 months after the last entry or update of the data), and, subsequently, for the time in which ACTION ICT is subject to conservation obligations for other purposes required by law or regulation.

#### **6. COMMUNICATION AND RECIPIENTS OF DATA**

Personal data may be communicated, either in anonymized form or not, to:

- employees, collaborators and labor consultants who provide functional services for the purposes indicated above;
- human resources managers or technical/functional managers of client or potential customer companies, during the recruitment phase;
- subjects that process the data in compliance with specific legal obligations.

#### **7. PROFILING AND DIFFUSION OF DATA**

Your personal data are not subject to diffusion, to transfer to third countries and to non-EU international organizations that do not respect the rights and guarantees provided by current legislation, nor to any fully automated decision-making process, including profiling.

#### **8. RIGHTS OF THE DATA SUBJECT**

The rights granted to you by the GDPR include those of:

- ask ACTION ICT to access your personal data and information relating to them; the correction of inaccurate data or the integration of incomplete ones; the deletion of personal data concerning you (upon the occurrence of one of the conditions indicated in article 17, paragraph 1 of the GDPR and in compliance with the exceptions provided in paragraph 3 of the same article); the limitation of the processing of your personal

data (in the event of one of the hypotheses indicated in article 18, paragraph 1 of the GDPR);

- request and obtain from ACTION ICT - in the event that the processing of your data has been carried out by automated means - your personal data in a structured and machine-readable format, also for the purpose of communicating such data to another Data Controller (so-called right to the portability of personal data);
- oppose the processing of your personal data at any time in the event of particular situations that concern you;
- withdraw consent at any time, limited to cases where the processing is based on your consent for one or more specific purposes and concerns personal data (for example, date and place of birth or place of residence), or categories of particular data (racial origin, political opinions, religious beliefs, sexual orientation, state of health) that we invite you not to communicate to us, unless this is strictly necessary for the purpose of selection. The processing based on the consent and carried out prior to the revocation of the same preserves, however, its lawfulness;
- exercise your rights as data subject, as reported in the previous points, by sending an e-mail to the following address [privacy@action-ict.com](mailto:privacy@action-ict.com) or sending a registered letter to ACTION ICT S.r.l. , Via Medici n.8, 20123 Milan (Italy);
- submit a complaint to a competent Supervisory Authority.

Milan, 20/07/2019

**ACTION ICT**