

EMPLOYMENT APPLICANTS: INFORMATION ON PERSONAL DATA PROTECTION
PURSUANT TO ARTICLE 13 OF EU REGULATION 2016/679

Pursuant to Art. 13 of the G.D.P.R. 679/2016, CAPI GROUP SRL with headquarters in via Brennero 2, Calliano (TN), as Data Controller, informs the employment applicants of the following:

TYPE OF DATA PROCESSED

Personal, identification, CV and even special categories of data (for example that relating to the protected category status of the Data Subject), voluntarily provided by the Data Subject

PURPOSE AND LEGITIMATE LEGAL BASIS OF THE PROCESSING

All provided personal data that is processed is the result of the free choice of the Data Subject: CAPI GROUP SRL does not possess any illicit means of obtaining such information.

The processing of personal data will take place:

to check for the presence of conditions to begin a possible collaboration/hiring process or to check for the presence of the participation requirements for a personnel selection procedure initiated by the Data Controller	in relation to the need for contract or performance contractual measures
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MANDATORY AND OPTIONAL PROVISION OF DATA AND THE CONSEQUENCES OF REFUSAL

The provision of common and special categories personal data is optional and is the free choice of the Data Subject who voluntarily decides to submit their CV to the Data Controller.

In the event of a selection procedure initiated by the Data Controller, the provision of data is optional but necessary for the selection procedure to be carried out and failure to provide it makes it impossible to proceed with the assessment of your application.

HOW DATA IS PROCESSED

In relation to the indicated purposes, your data is processed electronically and on paper.

Processing operations are carried out in such a way as to guarantee the logical and physical security, and confidentiality of your personal data.

RETENTION PERIODS

Provided data will be retained for the duration of the selection procedure and will be deleted after 1 year following the end of the procedure.

If you voluntarily submitted your CV outside of our selection procedure, it will be retained for 3 years following its submission.

WHO MAY ACCESS THE DATA

The data can be communicated to:

all parties who have a right of access to such data pursuant to regulatory provisions;

to our employees, within the scope of their relevant duties for the processing of the data you have provided for the aforementioned purpose;

to third parties for the pursuit of the aforementioned purposes and in any event within the same limits, which the Data Controller will assess at the time if it appoints external Data Processors.

In any event, processing by third parties must take place correctly and in compliance with the provisions of the law currently in force.

The data will not otherwise be disclosed.

TRANSFER OF DATA OUTSIDE THE EU

Please note that the Data Controller does not currently transfer your personal data to any third countries or international organisations.

Should it decide to transfer your personal data to a third country or international organisation, this transfer will only take place if an adequacy decision has been made by the European Commission or, in case of the transfers described in Articles 46 and 47, or Article 49, second paragraph, only in the presence of express reference to the appropriate or opportune guarantees, and to the means for obtaining a copy of said data or the place in which they have been made available.

RIGHTS OF THE DATA SUBJECT

The Data Subjects to whom the personal data refer, can opt to exercise the following rights at any time:

<u>Article 7 - Right to revoke consent</u>	the Data Subject is entitled to revoke their consent for the processing at any time. Revoking consent does not compromise the lawfulness of the processing performed based on the consent in force before said revocation. Before
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	granting consent, the Data Subject is informed of this. Consent is revoked with the same ease with which it is granted.
<u>Article 15-Right to access data</u>	The Data Subject is entitled to obtain confirmation from the Data Controller of whether or not their personal data is being processed and should this be the case, to obtain access to the personal data and the information regarding the processing of the same.
<u>Article. 16 - Right to correct data</u>	The Data Subject is entitled to have the Data Controller correct any inaccurate personal data of theirs without any unjustified delay. Considering the purposes of the processing, the Data Subject is entitled to have their incomplete personal data supplemented, also by providing an additional statement.
<u>Article 17 - Right to cancel data (right to be forgotten)</u>	The Data Subject is entitled to have the Data Controller cancel their personal data without any unjustified delay and the Data Controller must do so.
<u>Article 18 - Right to limit the processing</u>	The Data Subject is entitled to have the Data Controller limit the processing should one of the following situations occur: <ul style="list-style-type: none"> a) the Data Subject disputes the accuracy of the personal data, for the period required in order for the Data Controller to verify the correctness of said personal data; b) the data are processed unlawfully and the Data Subject objects to the cancellation of the personal data and instead requests that the use of the same be limited; c) although the Data Controller no longer needs the personal data for the purposes of the processing, they are required by the Data Subject for the verification, exercising or defence of a right in court; d) the Data Subject has objected to the processing pursuant to Article 21, paragraph 1, while waiting for a check to be performed on the potential prevalence of the legitimate reasons of the Data Controller over those of the Data Subject.
<u>Article 21 - Right to object to the processing</u>	The Data Subject is entitled to object to the processing of their personal data at any time, for reasons related to their personal situation pursuant to Article 6, paragraph 1, letters e) and f), including profiling based on these provisions.
<u>Article 22 - Right not to be subjected to an automated decision-making process, including profiling</u>	the Data Subject is entitled not to be subjected to a decision based only on automated data processing, including profiling, which generates legal effects that regard or similarly and significantly affect the same

Article 77 - Right to submit a complaint

Data Subjects who believe that the processing of their personal data breaches the privacy legislation in force are entitled to submit a complaint to the supervisory authority

Data Subjects can exercise their rights or obtain an updated list of Data Processors by writing to the Company at: info@capigroup.it.

Before we can provide you with any information or make any changes to your data, it may be necessary to verify your identity and answer some questions.

We will answer your enquiry as soon as possible.

DATA CONTROLLER

The personal data Controller is CAPI GROUP SRL with headquarters in via Brennero 2, Calliano (TN).

The Data Controller keeps an updated list of named Data Processors, and guarantees Data Subjects access to the list at the office indicated above.

AMENDMENTS AND UPDATES

This notice can be subject to amendments and additions, also as a result of changes in the law. We undertake to constantly update the notice.

Date of last update, 18/02/2020

The Data Controller

CAPI GROUP srl