

INFORMATION FOR CANDIDATES REGARDING PERSONNEL RECRUITMENT AND SELECTION

Pursuant to personal data protection regulations¹, the **DATA CONTROLLER FOR THE PROCESSING OF PERSONAL DATA**² AT GRUPPO DP SPA (VAT No. 03436170108 with headquarters in Genoa (Italy), Via Trento 43/3, Certified email: hr.gruppodp@registerpec.it) **provides**, also to guarantee correct and transparent processing, **the following information**:

CATEGORIES OF PERSONAL DATA

The data processed are personal³, special categories⁴ and possibly health-related that you have provided/are going to provide as candidates for employment, and relate to you or to third parties⁵ collected from you or from other subjects, or in any case processed in the conduct of relations with the Data Controller.

PURPOSES OF DATA PROCESSING

The purposes of the data processing are:

- personnel recruitment and selection activities;
- the fulfilment of specific obligations or duties required by EU standards, laws, regulations, collective labour agreements, etc. ;
- carrying out of pre-contractual activities aimed at potentially establishing an employment relationship;
- compliance with the legislation on social security and assistance, health and safety at work, as well as on fiscal/tax matters, health protection, personnel management;
- the fulfilment of obligations deriving from insurance contracts (aimed at covering the risks connected to the employer's liability);
- guaranteeing equal opportunities;
- conducting training, recruitment & selection and development activities of personnel, etc.
- the protection of the Data Controller's rights.

LAWFUL BASIS FOR DATA PROCESSING

1. the processing of personal and curriculum vitae data is necessary for carrying out recruitment and selection activities or for the execution of pre-contractual measures adopted at your request; it is also necessary to fulfil legal/regulatory obligations to which the Data Controller is subject;
2. the processed data are exclusively those that you voluntarily provided through applying or possibly communicated verbally during the interview;
3. the processing of the data received (for example of data collected by electronic means, email and the Internet) is necessary for the pursuit of the legitimate interest of the Data Controller;
4. the aforementioned special category data relating also to the state of health are processed as the processing is necessary to fulfil obligations and exercise rights in the field of labour law, safety and social protection according to regulations and the collective agreement;
5. in any case, personal and special category data are processed, in the cases in which the aforementioned conditions of lawfulness are not applicable, following the prior conferment of express consent requested below;

POSSIBLE CONSEQUENCES OF THE FAILURE TO DISCLOSE PERSONAL DATA

For the personal data indicated above, limited to those whose communication to the Data Controller derives from a legal/regulatory or contractual obligation or constitutes a necessary requirement for the conclusion of a contract - any failure to communicate the data by the data subject results in the impossibility of participating in the recruitment and selection process or the inability to establish the employment relationship.

RECIPIENTS

Recipients/categories of recipients of your/any other third party personal data are:

- the labour consultant, appointed as Data Processor;
- the company physician, appointed as independent Data Controller
- Public Administrations, public and private Institutions and/or Social Security entities and/or Insurances, Financial Administration, competent Ministries, trade union associations (in the case of employee membership) and entrepreneurial associations, trade unions, also in fulfilment of specific obligations deriving from the National Collective Labour Agreement, pension funds, corporate assistance funds, insurance companies with which there are policies. These subjects act as independent Data Controllers, unless they have been appointed as Data Processors.

TRANSFER

The Data Controller does not transfer personal data to recipients in third party countries.

STORAGE

The retention period of personal data is the deadline set by the applicable regulations. For the curricula and the data provided by the candidates for employment it is until the end of the recruitment and selection process and in any case for a maximum of 24 months.

RIGHTS

The data subject shall have the right - in the cases provided for by law: to request, with reference to personal data, access, correction; cancellation; portability; the limitation of processing; to oppose the processing; not to be subjected to a decision based solely on automated processing, including profiling, which produces legal effects or which significantly affects his/her person.

To exercise these rights, the data subject may contact the Data Controller at the addresses indicated above.

WITHDRAWAL OF CONSENT

The data subject has the right to withdraw his/her consent at any time, by writing to the Data Controller at the addresses indicated above. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.

RIGHT TO LODGE A COMPLAINT

The data subject has the right to lodge a complaint with the Guarantor for the protection of personal data.

AUTOMATED DECISION-MAKING PROCESS, INCLUDING PROFILING

No automated decision-making processes and/or profiling are carried out⁶.

¹ See EU Regulation 679/2016 (hereinafter GDPR) and subsequent amendments or additions

² Hereinafter "Data Controller".

³ Personal Data means 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 distinctive features of the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

⁴ Personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or a natural person's sex life or sexual orientation.

⁵ Such as family members, etc.

OTHER PURPOSES

If the Data Controller intends to process the data for a purpose other than that for which it was collected, it will provide the data subject, prior to such further processing, information regarding this other purpose and any other relevant information.

Consent

Without prejudice to the legitimate interest of the Data Controller for the aforementioned purposes of processing the data voluntarily sent by the candidate, the latter, when sending his/her application, expresses consent to the processing of data for the purpose of personnel recruitment and selection as indicated in this notice.

Consent

Having read the above information, guaranteeing the observance of the obligations imposed by the data in the event of being communicated to the Data Controller and referred to third parties, with reference to:

- the processing and communication of personal data, for the purposes of personnel recruitment & selection and pre-contractual activities indicated above, for cases in which there is no legal/regulatory or contractual obligation and legitimate interest

I give consent

I do not give consent

Date:

Legible signature of the data subject