

POLICY PRIVACY ON THE PROCESSING OF PERSONAL DATA OF APPLICANTS

(pursuant to articles 13 and 14 of the Regulation EU 27th April 2016 No. 679 – GDPR)

Dear Applicant,

Proel Engineering s.r.l. (hereinafter “PROEL”), as Data Controller, pays great attention to your personal data and cares about your right to informed self-determination, in full compliance with your privacy and dignity. This document is aimed to show you the main information on how your personal data shall be collected, processed and stored.

PROCESSED DATA

COMMON PERSONAL DATA

- ✓ Personal data;
- ✓ Contact data;
- ✓ Data regarding to the performed training courses (qualification, training courses, etc.);
- ✓ Data relating to the previous professional experience, to the knowledge of foreign languages, as well as any further useful information for assessing your CV.

PARTICULAR DATA (SENSITIVE DATA) former Art. 9 GDPR

- ✓ Any personal images included on the CV sent by the applicant;
- ✓ Data useful for detecting the state of health, inability or disability of the applicant.

PURPOSES OF THE PROCESSING

Your personal data, freely provided by you, shall be collected and processed for:

- ✓ Managing the assessment of your CV;
- ✓ Planning and managing the recruitment interview.

LAWFULLNESS OF THE PROCESSING AND LEGAL BASIS

Your data shall be collected and recorded in a lawful and fair manner for the purposes indicated above, in accordance with the principles and the requirements of the art. 5 paragraph 1 of GDPR.

The data acquired shall be processed pursuant the Articles 6.1 let.b and 9.2 let.b of GDPR for starting the activities of the assessment of your application, in order to assess your abilities and skills with regard to the needs of PROEL.

Pursuant to the art. 111 bis of the legislative decree 196/2003 as introduced by the legislative decree 101/2018 (hereinafter “Privacy Code”), the consent to process your personal data in your CV, freely transmitted, is not due.

METHODS AND TIMES OF STORAGE

The processing of personal data occurs by manual, computerized and telematic methods in strict connection to the stated objectives, in order to guarantee the security and the confidentiality of the data.

The personal data shall be processed throughout the activities of selection, and however, for a period not exceeding 24 months from the submission of the CV.

COMMUNICATION OF THE DATA TO THIRD PARTIES

Your personal data could be communicated from Proel to external companies or consultants, identified from time to time, to whom Proel shall transmit only the necessary data for carrying out the activities required, like the purpose of fulfilling the obligations arising from the selection or staff recruitment.

These subjects, like for example services companies, competent doctor, employment consultant, etc., act as external data controllers (art.28 GDPR).

All the employees, consultants, interims and/or any other “natural person” that process your data according to the instructions received by PROEL, pursuant to art. 29 of GDPR, act as “Authorized to process”.

PROEL has to communicate the data to Public Authorities upon request.

ROLES AND RESPONSIBILITIES REGARDING PRIVACY

Your personal data are processed from Proel Engineering S.r.l., with registered office in Taranto (TA), Via Giacomo Lacaita, 23 VAT number: 03100520737, as represented by the *pro-tempore* legal representative, telephone number: 0039 0997793079, Pec address: proelsrl@pec.it, e-mail addresses: info@proelsrl.it and privacy@proelsrl.it

RIGHTS OF THE DATA SUBJECTS

You may at any moment exercise your rights entitled by law, including that:

- ✓ The right to access at your personal data underlining the objectives pursued, the categories of data involved, the recipients to whom your data can be communicated, the applicable retention period, the existence of automated procedures for decision-making (art. 15 GDPR);
- ✓ The right to obtain without any delay the rectification of inaccurate or incomplete personal data (art. 16 GDPR);
- ✓ The right to obtain, as required by law, the erasure of your personal data (art. 17 GDPR);
- ✓ The right to request or to receive all your data in a structured, commonly used and readable format by automatic device, or to request transmission to another data controller without hindrances (art. 20 GDPR);

- ✓ The right to object in whole or in part to the processing of personal data for marketing purposes and researches (so-called consent) (art. 21 GDPR).

In addition, pursuant to art. 7, par. 3, GDPR, we inform you that you can exercise your right to withdraw your consent at any time, without prejudice to the lawfulness of the processing based on the consent previously granted.

Finally, we inform you that you have the right to appeal to the Local Data Protection Authority, which in Italy is represented by the “Garante per la Protezione dei Dati Personali”, available at the following e-mail address: garante@gpdp.it or through the website <http://gpdp.it>.

In order to be able to exercise these rights to report or ask for alerts about the processing of your personal data, you can fill or send the following form: [Form for exercising your rights regarding the protection of personal data](#).

The form, duly filled, should be addressed to Proel Engineering S.r.l. (the Data Controller) placed in Taranto (TA), Via Giacomo Lacaita, 23, telephone number: 0039 0997793079, Pec address: proelsrl@pec.it, e-mail addresses: info@proelsrl.it and privacy@proelsrl.it

TRANSFER OF PERSONAL DATA TO FOREIGN COUNTRIES

The transfer of your personal data to foreign countries for the management of your application to third parties based in countries outside the European Union or the European Economic Area is not permitted.

This document has been updated on 19th May 2021 in order to comply with the relevant regulations, and in particular in accordance with EU Regulation 2016/679.