

**DATA3 S.r.L. Informatica e Organizzazione**

Registered Office and Administrative Offices  
20099 Sesto San Giovanni – MI - viale Marelli 165  
Phone +39 02 680815 – Fax +39 02 69711430  
[www.data3.it](http://www.data3.it) - [info@data3.it](mailto:info@data3.it)

**JOB APPLICANTS for SELECTION PROCESS**

**INFORMATIVE LETTER**

**Pursuant to art. 13-14 of “EU Reg. No. 2016/679 of the European Parliament and of the 27 April 2016 Council relating to protection of individuals with regard to personal data processing, as well as to free movement of such data”**

**Dear Sir/Madam**

This present information is given pursuant to art. 13-14 of UE Reg. no. 2016/679, in order to inform you as regards the processing of personal data you provide to us. In compliance with this legislation, processing will be based on the principles of correctness, lawfulness, transparency, protection of your privacy and rights.

**1. Data Controller and “Privacy Organization Chart”**

Data Controller is DATA3 S.r.L. Informatica e Organizzazione (hereinafter, DATA3), represented by CEO Domenico Pezzolla.

Data Controller’s Deputy (Internal Data Processor) is Natascia Riccio.

**2. Data Origin and Types**

We process **data** you provided within your CV. For instance: *name, surname, date and place of birth, personal contact data, school and professional qualifications, documents proving identity and/or right to work, pay information, trade union association, belonging to protected categories, and any other data reported on your CV.*

During the selection process, we may also collect **other types of personal identification data** (*photographic images on your CV*), **sensitive data** (*e.g. data on state of health or data related to dependent family members*) and/or **data related to your working performance** (*promotions, disciplinary measures*).

**3. Purpose of Data Processing**

Your personal data will be used exclusively for **selection purpose** and to examine your CV in order to establish an employment/collaboration relationship and, where necessary, to fulfil any **legal obligations charged to the Data Controller**. In particular:

- Selection for positions inside DATA3
- Selection for positions for Third Party Companies, either DATA3’s Partners or Customers
- Selection for positions for Clients of Third Party Companies, either DATA3’s Partners or Customers
- Activities planning
- Staff management in general
- Hygiene and safety at the workplace
- Quality management.

These activities will be carried out by authorized internal staff and/or by third parties appointed as External Data Processors, duly trained on the importance of personal data protection, using secure tools as needed.

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**4. Data Processing Methods**

Your data are processed using paper and digital tools, with logics related to the purposes for which they were collected. In some cases, automated systems/processes are also used to optimize the services provided.

**5. Legal Basis for Data Processing**

DATA3 is authorized to process your data for **selection purpose** and to examine your CV only if you express your consent. Provision of your data is optional, but in its absence, we will not be able to guarantee you the opportunity to participate in the job selection process.

Any communication of your data to DATA3's Third Parties, either **Partners or Customers or Partners' Clients or Customers' Clients**, can only take place if you express your specific consent, even in case of personnel selection purposes. Also in this case, data provision is optional, and does not affect your possibility of participating in the selection process internal to DATA3.

For each of the two aforementioned purposes, you can express explicit consent during your interview with DATA3.

**6. Data Retention Period**

Retention period for your personal data is **1 year** from the moment we receive your CV for the selection process, unless there is another prevailing reason, including: (i) the selection process is still ongoing, in which case the 1-year term will start from the conclusion of the procedure; (ii) the selection procedure has been successful and the hiring procedure has begun, in which case you will receive specific information at the time of signing the employment/collaboration contract; (iii) there is a legal obligation that imposes a longer retention period or (iv) an extension dependent on a judicial pending is necessary.

**7. Data Communication**

Personal data acquired for the execution of an employment/collaboration contract may be communicated to third parties, which:

- operate as Data Controller's **Authorized** people for the purposes indicated above (*e.g. CEO, Human Resources Office, ICT Area, Administration Office*)
- operate as **independent Data Controllers**, if this meets a legal obligation (*e.g. Public Administrations, as part of their performance of institutional functions; professionals practicing as lawyers, for legal assistance in case of any disputes*)
- operate as **external Data Processors**, i.e. parties contractually authorized to operate in the name and on behalf of the Data Controller, engaged in the correct and regular pursuit of the described purposes (*e.g. companies, entities or consortia, professionals who provide processing services or who perform activities instrumental to our company, Partners*)
- **are not included in the above categories** (*e.g. Customers, Partners' Clients, Customers' Clients*)

The updated list of subjects to whom the data may be communicated is available at the Data Controller's, by writing to [data3@winpec.it](mailto:data3@winpec.it).

Data communication outside European Union territory will not occur.

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**8. Data Dissemination**

Your data collected for the selection process will not be disclosed, i.e. published on DATA3 website or on social media, without your expressed consent.

**9. Data Subjects' Rights**

The Data Controller recognizes and guarantees the rights referred to in GDPR Regulation art. 15 and followings, i.e. rights of information and access, rectification, updating, integration, cancellation, opposition, limitation and portability. In order to **exercise the rights** above, including refusal of a service and consent withdrawal, and for any **information requests**, please send an e-mail to [data3@winpec.it](mailto:data3@winpec.it).

**10. Complaint To The Guarantor**

If you believe you have suffered a breach of your personal data, you can lodge a complaint with the Guarantor for personal data protection at the link <http://www.garanteprivacy.it/web/guest/home/docweb/-/docweb-display/docweb/4535524>

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