

Policy for candidates

NILVIA S.R.L., VIA TRIESTE N. 26/A/1 - 36065, MUSSOLENTE - VI, VAT number: 01468030240, as data controller of the personal data pursuant to Article 4 of EU Regulation 2016/679 (RGDPR), makes this information available both in electronic and paper format, in accordance with Article 13 of the Regulation, for the processing of your personal data and those of your family members.

Category of data processed

We use personal, identifying and non-sensitive data (such as: name, surname, address, telephone number, fiscal code, age, gender, place and date of birth), personal data relating to education and work (CV, qualifications, internships or professional training, professional skills). The company may also process certain data that can reveal health conditions (such as, for example, psycho-physical fitness to perform specific duties, minority group membership), religious, philosophical or other convictions (for example, expression of conscientious objection).

Purposes of the treatment

The collection and processing of personal data is carried out for:

- recruitment, discussions, collection of data and comparison with the profiles of other candidates, evaluation of the candidate for the purposes of employment;
- the correct execution of bureaucratic and administrative activities, as well as corporate activities generally aimed at possible recruitment;
- for ascertaining, exercising and/or defending rights in court, as well as in administrative and arbitration and conciliation procedures in the cases provided for by community and national legislation, regulations or collective agreements;
- for disclosure to third parties in compliance with legal obligations/Authority orders;
- for maintenance of computer systems or devices.

Legal basis for data processing

Your personal and family data are lawfully processed for the purposes listed above, in relation to the following legal bases:

- contract or pre-contractual measures (Article 6, letter b, GDPR);
- fulfilment of a legal obligation (Article 6, letter c, GDPR);
- legitimate interest of the data controller, consisting in the conduct of business activities (Article 41, Cost) for ascertaining, exercising and/or defending rights in court, as well as in administrative and arbitration and conciliation procedures in the cases provided for by community and national legislation, regulations or collective agreements (Article 6.1, letter f, GDPR).

For the purpose of execution and management of the employment relationship, the Data Controller will need to process particular categories of data pursuant to Article 9 of GDPR 679/16 (so-called sensitive data), better specified in the section on the types of processed data.

The processing of such data is not subject to consent as it is necessary to fulfil obligations and exercise the rights of the data controllers and data subjects in matters of labour law and for assessment of the employee's suitability for work (Article 9, paragraph 2, letters b) and h) of the GDPR).

None of our processing is based on consent. The legal bases on which we operate are: contract, legal obligation and legitimate interest.

We do not carry out processing with automated decision-making processes or profiling.

Mandatory or voluntary nature of the supply of data and consequences of refusal

The provision of data is optional. Any refusal to provide the data in whole or in part may result in the impossibility for the Data Controller to perform properly all the obligations related to the employment relationship.

Communication of data to third parties

All the information collected and processed may be communicated exclusively for the purposes indicated above to:

- persons authorised by us to process data, who are committed to confidentiality or have an adequate legal obligation of confidentiality (e.g. employees and collaborators);
- providers of installation, assistance and maintenance services for IT and telematic facilities and systems, as well as all the services functionally connected to and necessary for fulfilment of the contract.

Transfer of data abroad

The Data Controller shall not transfer personal data outside the European Economic Area. The Controller, however, reserves the right to use services in the *cloud*, in which case the service providers will be selected from those who provide adequate guarantees in accordance with applicable law.

Data retention times

Personal data will be processed for the entire period of the candidate's *recruitment* phase for the purposes indicated above. At the end of the recruitment phase, your personal data will be deleted if you are not recruited, unless the need arises to ascertain, exercise and/or defend rights or, if you are recruited, to carry out bureaucratic and administrative activities for stipulating the employment contract.

Rights of the data subject and complaints to the Supervisory Authority

We inform you that you can exercise the following rights with regard to the processing of your personal data:

- a) **Right to obtain access to your personal data** (Art. 15, GDPR): you can contact us to find out if your personal data is being processed and the information required by law on processing;
- b) **Right of rectification** (Art. 16, GDPR): to obtain the correction of your inaccurate personal data or the integration of incomplete data;
- c) **Right to cancellation/oblivion** (Art. 17, GDPR): obtain the cancellation of your personal data, in the cases provided for by law;
- d) **Right to the limitation of processing** (Art. 18, GDPR): to obtain the submission of your personal data to the storage only, with the exclusion of other activities, in the hypotheses provided for by the law;
- e) **Right to portability** (Art. 20, GDPR): to obtain your personal data in a structured format, of common use and readable by automatic devices and also to obtain the direct transfer to another data controller for the processing, in the hypotheses provided for by the law;

- f) **Right to oppose** (Art. 21, GDPR): right to stop further processing of personal data for reasons related to your particular situation, unless our legitimate reasons prevail, in the cases provided for by law;
- g) **Right to withdraw consent** (Art. 7.3, GDPR): right to withdraw consent at any time in cases where processing is based on consent.

To exercise the above rights, you can use the Controller's contact details provided in this Policy.

The exercise of the rights is not subject to any formal constraint and is free of charge.

We also inform you of your right to make a **complaint before the competent authority** for personal data protection. We remind you that complaints, according to Art. 77.1 of the GDPR, can be filed by data subjects with the Authority of the place where the data subjects habitually reside, where they work or where the alleged violation occurred.

Owner of the Treatment

The Owner of the Treatment is the company
NILVIA S.R.L.

Contact data of the Owner of the
Treatment:

- e-mail: amministrazione@nilvia.it
- telephone: 042436591
- VIA TRIESTE N. 26/A/1 - 36065, MUSSOLENTE - VI - ITALY

Amendments

This Policy has been in force since 25 May 2018. We reserve the right to modify or simply update the content, in part or in full, also due to changes in the applicable legislation. We will inform you of these changes as soon as they are introduced.