

PRIVACY POLICY FOR THE PROCESSING OF PERSONAL DATA OF APPLICANTS

(Art. 13 EU Reg. 679/2016)



1. WHO PROCESSES MY DATA?

Your personal data is processed in joint controllership by the following entities: lawyer Silvia Stefanelli, lawyer Andrea Stefanelli and Stefanelli&Stefanelli Servizi Legali s.r.l.s (hereinafter referred to as Studio legale Stefanelli&Stefanelli). You may contact the Data Controller:

- by telephone at: (+39) 051.520315
- via email at: privacy@studiolegalestefanelli.it

2. FOR WHAT PURPOSES IS MY DATA PROCESSED AND WHY IS THE PROCESSING LAWFUL?

Your data is processed to assess your suitability for the job position for which you are applying. The processing of your data is lawful because it is necessary to carry out pre-contractual measures taken at your request.

3. WHO WILL MY DATA BE SHARED WITH?

Your information may be shared with

- Business consultancy companies for personnel selection.

You may request the full list of recipients of your personal data by writing to the e-mail address privacy@studiolegalestefanelli.it.

In any case, your personal data will not be disseminated.

4. ARE MY DATA TRANSFERRED OUTSIDE THE EUROPEAN UNION?

Your data are not transferred outside the European Union.

5. HOW LONG WILL MY DATA BE STORED?

The personal data contained in your CV will be stored according to the following modalities:

- Upon receipt of the CV, Studio Stefanelli&Stefanelli will delete it within one week if the application is not of interest.
- If the application is of interest, Studio Stefanelli&Stefanelli will keep the CV until the first interview.
- At the end of the evaluation process, Studio Stefanelli&Stefanelli will delete the CV after a maximum of one month if no collaboration or employment relationship is established.

6. WILL I BE SUBJECT TO PROFILING?

Your data will, under no circumstances, be used to obtain information about your preferences or behaviour, nor will you be subjected to any decision based solely on automated processing of your personal data.

7. WHAT ARE MY RIGHTS?

You have the following rights:

- **Right of access to data:** the right to obtain confirmation from the Controller as to whether or not personal data concerning you are being processed and, if so, to gain access to your personal data – and a copy thereof – and to receive information related to the processing;
- **Right to rectification of data:** the right to obtain from the Controller, without undue delay, the rectification of inaccurate personal data concerning you and the completion of incomplete personal data, including by providing a supplementary declaration.
- **Right to data erasure:** the right to obtain from the Controller, without undue delay, the erasure of personal data concerning you for any of the following reasons:
 - The personal data are no longer necessary for the purposes for which they were collected or otherwise processed;
 - The personal data have been processed unlawfully;
 - The personal data must be erased to comply with a legal obligation to which the Controller is subject;
- **Right to restriction of processing:** the right to obtain from the Controller a restriction on processing under one of the following conditions:
 - You contest the accuracy of the personal data, for the period necessary for the Controller to verify the accuracy of the data;
 - The processing is unlawful, and you object to the erasure of the personal data and instead request the restriction of their use;
 - Although the Controller no longer needs them for processing purposes, the personal data are necessary for you to establish, exercise, or defend a legal claim;
 - You have objected to the processing, pending verification of whether the Controller's legitimate grounds outweigh your own.
- **Right to data portability:** the right to receive, in a structured, commonly used, and machine-readable format, the personal data concerning you provided to the Controller and to transmit such data to another Controller if the processing is based on consent or a contract and is carried out by automated means.
- **Right not to be subject to a decision based solely on automated processing:** including profiling, which produces legal effects concerning you or similarly significantly affects you.

You may exercise your rights by sending a request to the Controller's email address: privacy@studiolegalestefanelli.it. The Controller will respond as soon as possible and, in any case, no later than 30 days from your request.

8. AM I REQUIRED TO PROVIDE MY DATA?

You are free not to provide your data to the Data Controller. However, if you do not provide your data, the contract between you and the Data Controller cannot be established or properly performed.



Certificato n. 32945/15/S
Assistenza e consulenza legale giudiziaria
e stragiudiziaria per privati e aziende
sia nazionale che internazionale.

BOLOGNA
Via Azzo Gardino, 8/A 40122 BO
T. +39 051 520315 F. +39 051 0821641

MILANO Via Nino Bixio, 31 20129 MI - T. +39 02 87325559
ROMA Palazzo Marignoli Piazza di San Silvestro, 8 00187 RM - T. +39 06 99312761
VENEZIA Sestiere Castello, 2388 30122 VE - T. +39 041 5226974

9. HOW CAN I FILE A COMPLAINT?

If you wish to file a complaint regarding how your personal data are processed by the Data Controller or regarding the handling of a complaint you have submitted, you have the right to lodge a complaint directly with the Italian Data Protection Authority following the procedures indicated on the website: www.garanteprivacy.it.



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