

## Candidate privacy policy

In the interests of transparency, we provide the following information under Article 13 of the GDPR (EU Regulation 2016/679), to inform you about the processing of your data by FRIULAIR S.r.l.

### **a) Data Controller identity and data**

Your data will be processed by FRIULAIR S.r.l. as Data Controller, with its registered office in via Cisis, 36 - 33052 Cervignano del Friuli (UD), which can be contacted by email at the following address: [privacy@friulair.com](mailto:privacy@friulair.com)

### **b) Processing purposes and legal bases**

Personal data processing is aimed exclusively at achieving the following purposes:

- 1) carry out the necessary assessments on the possible establishment of employment or partnership with FRIULAIR S.r.l. (processing legal basis: pre-contractual purposes);
- 2) if the assessment is positive, prepare the necessary documentation for the establishment of employment or partnership (processing legal basis: pre-contractual purposes);
- 3) comply with obligations laid down by law or other binding rules, e.g. regulations on tax, social security and assistance, hygiene and safety at work, protection of health, public order and safety. (processing legal basis: legal obligation).

It may be necessary to process "special" data under GDPR Article 9 paragraph 2.b, for these purposes. Particularly: a) data disclosing health; b) protected category membership. Please note that any data processing will take place under disability regulations.

### **c) Provision of Data**

The provision of Data is optional. Any refusal to provide the data could compromise or impair the candidate's assessment procedure.

### **d) Personal data recipients and any categories of recipients**

Data is processed using electronic tools by those authorised to process data under the responsibility of the Data Controller for the above purposes, adopting security measures to prevent unauthorised access, modification/destruction and disclosure. Data may be communicated to external Data Processors who have entered into agreements, conventions, memoranda of understanding or contracts with the Data Controller.

Data may be communicated to the following categories of recipients

- 1) IT companies and suppliers of networks, electronic communication, IT and telematic services for filing, storing and managing data.
- 2) labour consultants

### **e) Transfer of data to third countries**

The Data Controller will not transfer the data to a third country or international organisation.

### **f) Data retention period**

Data is kept for the period necessary to achieve the purposes for which it was collected and under legal obligations. CVs, filed in paper or electronic format, will not be kept for longer than 12 months from the registration date.

### **g) Data rights**

Under Articles 15 et seq. and where the conditions are met, you may exercise the following personal data rights:

- 1) the right to access your data; obtain data rectification or erasure, limit the data processing where the conditions are met;
- 2) right to object to the processing of your data where legal requirements are met;
- 3) right to data portability (right applies only to data in electronic format), under Art. 20 of the GDPR.

To exercise the above rights, you may submit a request to the email address [privacy@friulair.com](mailto:privacy@friulair.com) using the data protection rights form available at the following website: <https://www.garanteprivacy.it/HOME/MODULISTICA-E-SERVIZI-ONLINE>.

### **h) Complaint**

If you believe that your personal data processing is violating the provisions of EU Regulation 2016/679, you have the right to complain to the Data Protection Authority (Garante Privacy).

Cervignano del Friuli, 11/10/2021

Legal Representative