



## Privacy statement to candidates

**WIIT S.p.A.**, with registered office in Via dei Mercanti 12, CF/P.IVA 01615150214 as Data Controller (hereinafter, "**Data Controller**") informs you pursuant the EU Regulation no. 679/2016 ("**GDPR**") and the applicable national Data Protection law that your personal data shall be processed according to the following modalities and for the following purposes:

### **1. Scope of Data Processing**

The Data Controller processes the following personal data communicated by you during the recruiting phase and during the job interview (hereinafter "**Data**" or "**Personal Data**"):

- Identifying Data such as, by way of example, name, surname, address, place and date of birth, fiscal code, data contained in the CV, classification data, salary data, as well as data relating to the education and professional experience;
- Evaluation data such as, by way of example, notes, evaluations, etc. about you that may be collected during interviews and/or provided by third parties;
- special categories of data relating to health such as those relating the belonging to protected categories.

### **2. Purposes and Legal Basis of Data Processing**

Your Personal Data shall be processed, without your prior consent, for the following purposes and legal basis:

#### **1.1. the execution of the contract and/or the fulfilment of pre-contractual commitments, in particular:**

- the correct performance of the selection phase (e.g., management of the applications);
- allow you to apply for a specific job post;
- the possible fulfilment of pre-contractual fulfilments necessary to the entering into an employment relationship;

#### **1.2. the fulfilment by Data Controller of legal obligations, such as:**

- compliance with regulations regarding the employment of protected categories;
- the fulfilment of specific obligations provided for by law, company regulations, collective contracts, national and EU regulations as well as deriving from provisions given by authorities empowered to do so by law;

#### **1.3. the pursuing of a legitimate interest by the Data Controller, in particular:**

- the prevention and repression of unlawful acts, as well as the protection of the rights and legitimate interests of the Data Controller and/or third parties, also in court: the interest of the Data Controller corresponds with the constitutionally guaranteed right of action (art. 24 Cost.) and, as such, is socially acknowledged as prevailing over the interests of the single data subject.

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#### **Sede operativa di Cuneo:**

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#### **Sede operativa di Carpi:**

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## **2. Modalities of Data Processing**

The processing of your Data is carried out, both via hardcopy (paper) and electronic modalities, by means of data collection, registration, organization, storage, consultation, elaboration, amendment, selection, mining, confrontation, usage, interconnection, blockage, communication, cancellation and destruction operations. The Data Controller has adopted appropriate technical and organizational security measures to protect Your Data and minimize the risk of destruction, loss (including accidental loss), unauthorized access/use, or use incompatible with the original purpose of collection.

## **3. Retention of Data**

The Data Controller shall process the Personal Data for the time necessary to fulfill the above purposes and anyway for a period not exceeding 12 months from the collection if an employment relationship is not established or, if an employment relationship is established, for 10 years after its termination. Once the retention period has expired, the Data will be automatically deleted or anonymized.

## **4. Data provision**

The provision of Data for the above purposes is necessary and mandatory and any possible refusal to provide said Data entails the impossibility to continue the selection phase and, eventually, to enter into or continue with the employment relationship.

## **5. Access to Data**

Your data may be accessed for the above purposes:

- employees and/or collaborators of the Data Controller (e.g. human resources personnel), in light of their role of persons in charge of the processing and/or internal Data Processors;
- third parties (e.g. tax consultants, payroll consultants, etc.) carrying out outsourcing activities on behalf of the Data Controller and processing Data as external Data Processors.

## **6. Data Communication**

Your Data may be communicated, even without your prior consent, for the above purposes to public administration, Budgetary Ministry, Tax Authority, ministerial bodies and competent Authorities, Local Institutions (regions, provinces, municipalities), Provincial and regional tax commissions, social security and assistance funds, Local Health Authorities, Trade Union Associations and Representatives, Universities/Internship Promoters and Credit Institutions, recruitment companies and/or employment agencies, professionals, social networks, etc. that will process them, upon their request, in their quality of independent Data Controllers.

## **7. Data Transfer**

The Data will be transferred in extra-EU countries for the purposes mentioned above. In accordance with privacy regulations, the Data Controller assesses the impact of data transfers and adopts, if

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applicable, the most appropriate safeguards (for example, adequacy decisions or standard contractual clauses).

In particular, for these purposes, Social Networks will process your Data as autonomous data controllers. For further information on the processing of data carried out by Social Networks (e.g. LinkedIn, Facebook, Instagram), we invite you to read the Privacy Policy adopted by the Social Network at the following link:

Translated with [www.DeepL.com/Translator](http://www.DeepL.com/Translator) (free version)

- <https://www.linkedin.com/legal/privacy-policy>
- <https://www.facebook.com/policy.php>
- [https://help.instagram.com/519522125107875/?helpref=hc\\_fnav](https://help.instagram.com/519522125107875/?helpref=hc_fnav)

## 8. Data Subjects' rights

The Data Controller informs you that you, as Data Subject, where the limitations provided by law are not applicable, has the right to:

- obtain confirmation over the existence or inexistence of Personal Data relating you, even if not yet registered, and their communication in a comprehensible way;
- obtain the indication and, if necessary, the copy of the: a) source and category of the Personal Data; b) logic applied in case the processing is performed by means of electronic instruments; c) purposes and modalities of the processing; d) identification references of the Data Controller and the Data Processors; e) subjects or categories of subjects to whom Personal Data may be communicated or who may come to know, in particular if recipients are extra-EU countries or international organizations; e) period for which the Personal Data will be stored, or if that is not possible, the criteria used to determine that period; f) existence of an automated decision-making process and, in this case, information about the logic involved, the significance and consequences for the data subject; g) existence of adequate safeguards in case of transfer of Personal Data to an extra-EU country or international organization;
- obtain, without undue delay, the update, the rectification or, whether you are interested, the integration of incomplete Data;
- obtain the cancellation, the transformation into anonymous form or blocking of the Data: a) processed in breach of the law; b) no longer necessary in relation to the purposes for which the Data have been collected or subsequently processed; c) if you withdraw consent on which the processing is based and there is no other legal ground for the processing; d) if you object to the processing and there are no overriding legitimate grounds for the processing; e) in compliance with a legal obligation; f) referred to children. The Data Controller may refuse to erase them when the processing is necessary: a) to exercise the right of freedom of expression and information; b) in compliance with a legal obligation, for the performance of a task carried out in the public interest or in the exercise of official authority; c) for reasons of public interest; d) to achieve purposes in the public interest, scientific or historical research purposes or statistical purposes; e) for making legal claims;
- obtain the restriction of processing when: a) the accuracy of the Personal Data is contested; b) the processing is unlawful and the data subject opposes the erasure of the Personal Data;

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- c) Data are required by you for your exercising of legal claims; d) pending verification whether the legitimate grounds of the controller override those of the data subject;
- receive the Personal Data concerning you in a structured, commonly used and machine-readable format and transmit those data to another controller without hindrance from the controller to which the personal data have been provided, where the processing is carried out by automated means
  - regarding you, even if pertaining the purpose of Data collection; b) to the processing of Personal Data that relates to you for the purpose of sending advertising material or of direct sale or for market researches or commercial communication, by means of automated call systems without the intervention of an operator, e-mail and/or traditional marketing methods by telephone and/or paper mail;
  - submit a data protection complaint to the competent supervisory authority.

In the cases mentioned above, if necessary, the Data Controller shall communicate any exercise of your rights to each third party to whom the Personal Data are communicated, except for specific cases (for example, if this proves impossible or involves disproportionate effort).

## 9. Modalities of exercise of rights

You shall be able to exercise your rights anytime:

- by sending a registered mail with return receipt to the address of the Data Controller;
- by sending an email to [privacy@wiit.cloud](mailto:privacy@wiit.cloud);
- by phoning the number 02.36607500.

## 10. Data Controller, data processor and persons in charge of the data processing

The Data Controller is **WIIT S.p.A.**, with registered office in, Via dei Mercanti 12, CF e P.IVA 01615150214.

The appointed Data Protection Officer is Rödl & Partner Professional Association, contacted by sending an email to [dpo@wiit.cloud](mailto:dpo@wiit.cloud).

The updated list of data processors and system administrators is kept at the Data Controller's headquarters in Via dei Mercanti 12, Milan.

Milan, 8 March 2022

**WIIT S.p.A.**

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