

## INFORMATION ON THE PROCESSING OF PERSONAL DATA

(Pursuant to Art. 13 of Legislative Decree no. 196 of June 2003 "Personal Data Protection Code" and to Art. 13 of the EU Regulation 2016/679)

### Data controller

Our company, Lavoropiù SpA, performs the function of temporary employment services, research and selection, recruiting services, outplacement, for third parties, training.

The information provided by the data subject according to the consent below, will be collected and used solely for the purposes of staff recruitment and selection, with the only objective being to assess the subject as a candidate for the position in question and for future selection processes conducted by Lavoropiù SpA or to establish an employment relationship.

### Data collection

Data will be collected through the relevant forms provided or through the presentation of the subject's CV through electronic means. The data collected in the former will be used exclusively in paper form, and through electronic means, in full respect of the disposition foreseen in the Code regarding the protection of personal data (Legislative Decree no. 196 of June 2003) and in the EU Regulation 2016/679 (General Data Protection Regulation, so called GDPR).

### Methods of processing of personal data

The data related to the subject will be handled on paper and through magnetic, electronic, telephonic and visual means, which only the personnel concerned will be able to access, for the purposes mentioned above. The processing of personal data will be carried out in a manner which is in line with the purposes indicated and with a process that guarantees the security and the confidentiality of the same data, through the adoption of adequate measures as to prevent unauthorised or unapproved use, or which does not comply with the purpose of the collection.

### Optional nature of the disclosure

Although Lavoropiù SpA requests personal data in order to carry out essential functions, we remind the data subject that the disclosure of this data is not obligatory by law and that he can legitimately refuse to divulge the data.

In occasion of the above-mentioned processing of personal data, we may have access to data that is defined as "special categories of personal data" [1] from Art. 9 EU Regulation 2016/679 (for example: data concerning health): in relation to which we inform the subject that the Italian Data Protection Authority has granted, previously, barred authorisation and we ask you to provide written consent for the processing of personal data.

### Consequences of the refusal of the consent

In the case of refusal, our company will not be able to insert the subject's personal data into our archives and as a consequence, will not be able to carry out any type of selection or assessment on his candidacy.

### Conservation of personal data

From the moment which the purpose of the collection of data by Lavoropiù SpA is that of the selection and recruitment and establishment of one or more employments over the course of time, the temporary limit of the storage of the curriculum vitae is linked to the occupational purposes: thus, the data collected will be stored and processed for the period of time necessary in order to fulfil the aforementioned purposes. In any case, they will not be disseminated. It is being understood that the data collected will be stored until explicit request of deletion from the person interested.

### Subjects to whom the personal data could be communicated

The data collected could be disclosed by transmission to other companies with the purpose of the selection and recruitment and to companies who provide services (e.g. partner firms who organise training courses) and we invite them to process the data in full respect of the regulations in force. Moreover, the subject's data will be processed by authorised internal staff in the capacity of the supervisor and those entrusted with the processing of data for the above-mentioned purposes. In any case, it will not be disseminated. Furthermore, the data which is necessary in order to manage employment will be communicated as appropriate:

- to the staff of Lavoropiù SpA in the capacity of supervisors and authorised to the processing of personal data;
- to the client company for which the work activities are provided, pursuant to the work contract
- to the physician appointed to preventative and special medical monitoring, as specified in the work contract;
- to all the organs appointed in order to verify and control the compliance with the obligations which have the aforementioned purposes.

The subject's data could be disclosed by transmission to Companies established or otherwise located outside the European Union solely for the purpose of selection and recruitment.

In this case, the transmission of the aforementioned information will take place, as far as technically possible, keeping the place of retention within the territory of the European Union and the recipients will sign in advance with Lavoropiù S.p.a. appropriate contractual clause, with which will be obliged them to use the best practices in the field of information security and to respect - without prejudice to the local statutes - the European Union data protection law (i.e. EU Regulation No. 679 of 2016).

### Data subject's rights

Lavoropiù SpA is pleased to inform you as well that, being the data subject means that you can always exercise the rights provided by Art. 7 of Legislative Decree 196 of June 2003 (which we wholly sustain and which we invite him to look at).

You have the following rights with respect to the personal data collected and processed by us:

1. Right of access - to obtain from Lavoropiù SpA information about: (a) the purposes of the processing; (b) the categories of personal data concerned; (c) the recipients or categories of recipient to whom the personal data have been or will be disclosed, in particular recipients in third countries or international organisations; (d) where possible, the envisaged period for which the personal data will be stored, or, if not possible, the criteria used to determine that period; (e) the existence of the right to request from the controller rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing; (f) the right to lodge a complaint with a supervisory authority; (g) where the personal data are not collected from the data subject, any available information as to their source; (h) the existence of automated decision-making, including profiling, referred to in Article 22(1) and (4) GDPR and, at least in those cases, meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject confirmation as to whether or not personal data concerning your person are being processed;
2. Right to rectification - to obtain from Lavoropiù SpA the rectification of inaccurate personal data concerning your person;
3. Right to erasure - to obtain from Lavoropiù SpA the erasure of personal data concerning your person where legal grounds exist;
4. Right to restriction of processing - to obtain from Lavoropiù SpA restriction of processing where legal grounds exist; and
5. Right to object - to object, on grounds relating to your particular situation, at any time to processing of personal data concerning your person which is based on point (e) or (f) of Article 6(1) GDPR.
6. Data Portability - to receive your personal data, which you have provided to a controller, in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller without hindrance from the controller to which the personal data have been provided



DOC.PrivacyPolicyStatement Ed.02 del 31/05/2017

Lavoropiù SpA - Agenzia per il Lavoro  
40121 Bologna - Via Indipendenza, 67/2 - Aut. Min. Prot. n. 1104-SG del 26/11/04  
P.IVA, C.F. e R.I. C.C.I.A.A. Bologna n° 04860690488 / R.E.A. n° 394251  
Cap. Soc. Euro 4.000.000,00 i.v.



Furthermore, you have the right to complain at the competent data protection authority about the processing of your personal data. If a data processing of some of your personal data by us is based on your consent you may withdraw your consent at any time.

**Data controller**

The personal data controller is Lavoropiù SpA - Agenzia per il Lavoro-Via Indipendenza 67/2 - 401 Bologna - Aut. Min. Prot n.1104-SG granted by the Ministry of Labour on the date of 26/11/04 - professionally registered to the information system of the Employment Agencies (Albo), section I, legally represented by Rudy Giuseppe Parracino.

**Data protection officer**

The data protection officer designated by Lavoropiù SpA is Donato La Muscatella, lawyer, contact mail: dpo@lavoropiu.it.

To exercise the rights above-mentioned, you should refer to the data controller, or to the data protection officer through another member of staff c/ o Lavoropiù SpA, at the address: **via Indipendenza n.67/2 - 40121 Bologna - tel. 051/0955011, fax 051/0392028, privacy@lavoropiu.it.**

**Request for consent:**

I the undersigned..... declare to have read Art. 13 of Legislative Decree 196 of June 2003 and 13 of *of the EU Regulation 2016/679* and authorise and give express consent that the data collected, including any images of my person, and agree in particular that special categories of personal data from Art. 9 and following of the same UE regulation 2016/679, could constitute the processing for the purposes specified in the document. If the personal data of the author constitutes the object of communication and that of third parties like customers, as part of the purposes to which the undersigned ..... consents the same communication, where it hasn't already been requested by the law.

DATE \_\_\_\_\_

SIGNED \_\_\_\_\_

I the undersigned..... declare to have read Art. 13 of Legislative Decree 196 of June 2003 and 13 of the EU Regulation 2016/679 and that I have been informed about the risks of transfers of personal data to third countries outside of the European Union when there is no adequacy decision or appropriate safeguards and, pursuant to art. 49, first paragraph, letter a) of the EU Regulation 2016/679, declare to expressly consent to that specific disclosure by transmission.

DATE \_\_\_\_\_

SIGNED \_\_\_\_\_

[1] personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation

