

D) INFORMATIVE STATEMENT ON PROCESSING THE PERSONAL DATA OF CANDIDATES

INFORMATION ON THE PROCESSING OF PERSONAL DATA PURSUANT TO ART. 13 OF EUROPEAN REGULATION 679/2016

Dear Sir/Madam,

We need to process information concerning you, your personal data, for the purposes indicated below; to this end, as required by the European regulation for the protection of personal data (European Regulation 679/2016), we provide you with the following information.

1. Controller

The Controller, or the party responsible for the decisions regarding the purposes, modalities and security of personal data, is Sintagma S.r.l., with registered office in 06132 San Martino in Campo (PG), Via Roberta, 1, VAT number 01701070540, in the person of the legal representative *pro tempore*.

2. Purposes and legal grounds for processing

The personal data that you will provide us and that will be collected as part of the application selection process will be processed for the purposes and according to the legal grounds indicated below:

PURPOSES <i>(Why we process your data)</i>	LEGAL GROUNDS <i>(On the basis of which legal provision we process your data)</i>	CONSEQUENCES OF REFUSAL OF PROCESSING <i>(What happens if you refuse to provide your personal data and/or to authorize the processing of them)</i>
To hire the personnel needed and sought by the company	Art. 6(1) point b, GDPR, the processing is necessary for the performance of a contract to which the data subject is party or in order to take steps prior to entering into a contract	Consent is not required; if you refuse to provide the data we will not be able to carry out the contract.
To hire the personnel needed by the company; CVs not requested	Art. 6(1) point f, GDPR, for pursuing the legitimate interests to find the best resources needed by the company	Consent is not required, with the possibility of objecting at any time to the processing pursuant to Art. 21 GDPR.

3. Recipients and categories of data processed

The personal data provided by you or acquired during the course of the service will be processed exclusively by company personnel authorized for this purpose.

Your data may be disclosed only to those persons or bodies for whom you have given us authorization.

4. Transfer to third countries

Your personal data will not be transferred outside the European Union.

5. Period for which the personal data will be stored and criteria used

The personal data being processed are collected in documents the storage of which is established consistently with the purposes of the processing as summarized below.

DOCUMENT	DURATION OF THE STORAGE
Curriculum vitae	2 years after the selection has ended, if not hired
Curriculum vitae	10 years after the employment relationship has terminated, if hired

6. Rights of the data subject

The Regulation recognizes the following rights that you may exercise in respect of and against each joint controller.

A complete extract of the following articles of law is available on the Internet at:

<http://www.garanteprivacy.it/web/guest/home/docweb/-/docweb-display/docweb/6264597>.

- Right of access: Art. 15 of the European Regulation allows you to obtain from the controller confirmation as to whether or not personal data concerning you are being processed
- Right to rectification: Art. 16 of the European Regulation allows you to obtain from the controller without undue delay the rectification of inaccurate personal data concerning you. Taking into account the purposes of the processing, the data subject has the right to have incomplete personal data completed, including by means of providing a supplementary statement.
- Right to erasure: Art. 17 of the European Regulation allows you to obtain from the controller the erasure of personal data concerning you without undue delay if there is one of the grounds provided for by the Regulation.
- Right to restriction: Art. 18 of the European Regulation allows you to obtain from the controller restriction of processing where one of the cases provided for by the Regulation applies.
- Right to object: Art. 21 of the European Regulation allows you to object at any time, on grounds relating to your particular situation, to the processing of personal data concerning you which is based on point (e) or (f) of Article 6(1), including profiling based on those provisions.
- Right to data portability: Art. 20 of the European Regulation allows you to receive the personal data concerning you, which you have provided to a controller, in a structured, commonly used and machine-readable format, and you have the right to transmit those data to another controller without hindrance from the controller to which the personal data have been provided, according to the conditions foreseen by the Regulation.
- Right to withdraw consent: Art. 7 of the European Regulation allows you to withdraw your consent at any time. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.
- Right to lodge a complaint: Art. 77 of the European Regulation gives you the right to lodge a complaint with a supervisory authority, in particular in the Member State of your habitual residence, place of work or place of the alleged infringement, if you consider that the processing of personal data relating to you infringes this Regulation.

7. Further information

More information, our privacy policy, and this information are available on our website at www.sintagma-ingegneria.it.

A complete extract of the aforementioned articles of law is available at the company's Privacy Office at Via Roberta, 1, 06132 San Martino in Campo (PG).

This office will be able to provide you with all the explanations you may need regarding the exercising of your rights. Requests can be sent in writing, accompanied by a valid identification document, at the controller's office as indicated above.

8. Cooperation

The protection of data concerning you and compliance with the principles established by the regulation, especially with regard to the principle of transparency, are values of primary importance for us. We will be grateful if you could help us by informing us of any misunderstandings of this document or suggesting improvements to us at the controller's contacts as indicated above.

Perugia, June 8, 2021

FORM FOR OBJECTION TO THE PROCESSING OF PERSONAL DATA

The undersigned, pursuant to and through the effects of Art. 21 GDPR, states that he/she objects to the processing of his/her personal data for the purpose of hiring the personnel necessary for the company, with curriculum vitae not requested by Sintagma S.r.l. It is understood that all processing carried out prior to the date of notification of the objection remains valid and legitimate.

[Place], [date of approval of the informative statement]