

INFORMATION FOR APPLICANTS

Relevant legislation:

- *Legislative Decree No. 196 of 30 June 2003, Code on Personal Data Protection (hereinafter Privacy Code);*
- *EU Regulation No. 679 of 27 April 2016 concerning the protection of individuals with regards to the handling of personal data, in addition to the freedom of circulation of personal data (hereinafter EU Regulation);*
- *Law no. 300 of 20 March 1970, last updated, with the amendments provided for by Legislative Decree 24 September 2016, no. 185 (hereinafter Workers' Statute);*
- *Legislative Decree No. 81 of 9 April 2008, Consolidated Text on Health and Safety at Work (hereinafter Consolidated Text on Health and Safety at Work);*
- *Authorisation Measures for the handling of sensitive data concerning working relationships, of 15 December 2016, of the Authorities for the Protection of Personal Data (hereinafter Authorisation Measures of the Authorities for the Protection of Personal Data).*

We wish to inform you that, following receipt of your *curriculum vitae*, for the purpose of verifying the possibility of entering into a working relationship and in compliance with Article 13 Legislative Decree 30 June 2003, No. 196 (the "Privacy Code") and with Article 13 of EU Regulation no. 679 of 2016 ("Privacy Regulations"), S.I.T.L.A. S.R.L, in the role of potential employer/client, will collect and process your personal data (as "Interested party") and possibly personal data concerning your relatives.

It is specified that, with reference to the selection process, following your specific consent, S.I.T.L.A. S.R.L. will be able to process personal data defined by the Privacy Code as "sensitive" and by the Privacy Regulations as "specific", insofar as it may be appropriate to detecting, for example, general health or specific conditions (i.e. physical problems, allergies, legally protected category and degree of invalidity) necessary to evaluating a applicant's suitability or otherwise for certain tasks, or for the possibility of the Interested Party to be classified under a legally protected status.

1. Controller, Data Processing Personnel and Data Protection Manager.

The Data Controller is S.I.T.L.A. S.R.L. (hereinafter "Controller"), with registered head office in Padua (PD), Via Cesare Battisti 16, Tax Code 00373980283, email: privacy@unionlido.com.

The updated list of Data Processing Supervisors, where designated, is available upon request by the Interested Party. In the event that a Data Protection Supervisor has been appointed (pursuant to Article 37 of the Privacy Regulations), their identification data will be immediately made known by its publication, supplementing this information.

2. Purpose and means of processing

The Interested Party's personal data will be processed in pursuit of regular recruitment processes by the staff of the Data Controller, for the purposes of verifying an application as part of the recruitment procedure with a view to entering into an effective working relationship.

In relation to this purpose, the processing of personal data will be undertaken by specifically responsible parties, approved and trained in data handling pursuant to Article 30 of the Privacy Code and with Articles 28 and 29 of the Privacy Regulations, as well as by external parties (i.e. personnel selection companies, external consultants for processing pay and social security contributions, etc.), who may assume the role of autonomous Data Controllers or be appointed as Data Supervisor in writing; in all cases, data will be processed using manual, IT and electronic tools using logic strictly connected to these purposes and, in any case, in such a way that guarantees the confidentiality and security of personal data and in the fullest and most absolute compliance with the legislation in force on the subject.

Your data will be stored by the Data Controller as long as is strictly necessary in relation to the purposes outlined above, with the exception of the need to store it for a longer period in compliance with existing, also accounting, legislation.

Your data will be processed in Italy and, in any case, within the EU.

3. Mandatory or Optional Nature for the Provision of Data and Consequences of Refusal and the Legal Basis for Processing

With reference to the purposes outlined above, the provision of personal data is mandatory inasmuch as without it, the possibility of entering into a working relationship with the Interested Party cannot be verified. The legal basis for the processing of personal data, therefore, is the possibility of entering into a working relationship to which the Interested Party will be part and upon their request (pursuant to Article 6, paragraph 1, letter b) of the Privacy Regulation).

With reference to the processing of personal data defined by Privacy Regulations as "Specific" insofar as it may be appropriate to detecting, for example, general health or specific conditions (i.e. physical problems, allergies, legally protected category and degree of invalidity) necessary to evaluating a candidates suitability or otherwise for certain tasks, or for the possibility of classifying the Interested Party under a legally protected status, provision is optional but

failure to provide the requested data and failure to provide the related consent will determine, in any case, the impossibility of being selected for the aforementioned tasks and/or being classified under a legally protected status.

4. Recipients and Contexts for the Transmission of the Interested Party's Personal Data.

In relation to the purposes outlined above concerning the processing of personal data, and to the extent strictly permitted by the same, your personal data will or may be transmitted within Italy, or in any case, within the EU:

- (i) to all parties involved in the recruitment process, in any capacity, aimed at entering into a working relationship, appointed and trained in writing according to the law by the Controller in the manner laid down by the company's job descriptions;
- (ii) to external consultants engaged to carry out the aforementioned activities, if not appointed in writing the Data Processing Supervisors.

The subjects mentioned at point b), to whom your personal data will or may be communicated (insofar as not appointed in writing the Data Processing Supervisors), will process personal data as Data Controller pursuant to the legislation in force, in full autonomy, and unconnected to the processing executed by S.I.T.L.A. S.R.L. A detailed and continually updated list of these parties, with their respective offices, is available at the operational headquarters of S.I.T.L.A. S.R.L. in Cavallino-Treporti (VE), Via Fausta 258.

Your personal data will not be disseminated.

5. Rights of the Interested Party.

To have the detailed and continually updated list of the parties to whom their personal data may be communicated and the exercise their rights referred to in Articles 15 and subsequent of the Privacy Regulations, they may also contact S.I.T.L.A. S.R.L., as Data Controller.

6. Security Safeguards

All processing takes places by adopting the appropriate technical and organisational measures to guarantee a suitable degree of security to the risk in compliance with the methods referred to in Articles 5 and following and 32 and following of the Regulation, in addition to the related Data Protection Authority provisions.

Thereupon, the adoption of appropriate security measures aimed a impeding unauthorised access, theft, dissemination, and unauthorised amendment or destruction of the Interested Party's data, among other things, is confirmed.

7. Duration of Processing

In compliance with Article 5 letter e) of the Regulation, personal data subject to processing will be saved for the time strictly necessary for the purposes referred to above and, in any case, for a period of no more than 24 months.

*****consent*****

Having read the information, I give my consent to the processing of my personal data and any particular categories of personal data contained in my CV, pursuant to Article 9.2 of European Regulation 2016/679.