

## Information pursuant to art. 13-14 of European Regulation 2016/679 (GDPR - General Data Protection Regulation)

### CANDIDATE INFORMATION

**DATA CONTROLLER.** The Data Controller is: IMEQUADRI DUESTELLE S.p.A with legal and administrative headquarters in Urgnano (BG), Via Provinciale 568, VAT 01241330164, in the person of Ing. Paolo Primavesi as Privacy Delegate.

**DESCRIPTION OF THE TREATMENT.** Personal data is acquired in response to an advertisement or by means of voluntary self-application following the proposal of job offers for the management of the personnel selection process.

#### TYPE OF DATA:

The personal data processed are acquired, in response to an advertisement or in the case of voluntary self-application:

- directly from the interested party, through direct sending or during evaluation interviews and pre-employment agreements;
- to third parties (e.g. LinkedIn, recruiting companies that the Data Controller may use for the purpose of personnel search and selection, third-party reporting parties);

The data processed are:

- personal-identification data (name, surname, date and place of birth, address, gender);
- contact data (telephone number, e-mail);
- curricular data (CVs, educational qualifications, professional training, certificates, specializations, qualifications and certificates);
- images (photo on the CV, if any)
- any personal data belonging to special categories pursuant to Article 9 of the GDPR (e.g. belonging to protected categories)
- any salary data (e.g. data relating to the candidate's current salary)

#### IMEQUADRI DUESTELLE S.P.A.

**Legal, administrative and operational headquarters** Via Provinciale 568 - 24059 Urgnano (BG) **Tel.** +39 035 4814 211  
**E-mail** commerciale.quadri@imequadri.it **PEC** imequadriduestelle@pec.it **Web** www.imequadriduestelle.it

**Share capital** € 2.000.000,00 fully paid. | **VAT N.** 01241330164 | **REA Bergamo N.** 185550 | **SOA N.** 76772/10/00 | **SDI CODE** DXEBYTP

**Export M. N.** 022542 | **Registro AEE N.** IT18100000010817 | **Subject to the direction and coordination of** Col Giovanni Paolo S.p.A. - Art. 2497 bis c.c.

**PURPOSE AND LEGAL BASIS.** It should be noted that the processing will take place for the following purposes:

PURPOSE	LEGAL BASIS	PERIOD OR RETENTION CRITERIA
1. Evaluation of curricula and selection.  2. Proposal of job offers consistent with the professional profile of the interested party in the case of open job positions other than those for which he or she has applied.	1. Execution of pre-contractual measures (art.6.1 lit. b) GDPR).  2. Legitimate interest of the Data Controller (art. 6 par. 1 lett. f GDPR).  The processing of any data belonging to special categories pursuant to Article 9 of the GDPR is lawful, as it is necessary to fulfil contractual obligations and exercise obligations in the field of labour law, security and social protection (Article 9.2, letter b GDPR 2016/679).	In this case, CVs are kept for 24 months if they are deemed of interest, otherwise they are immediately deleted. CVs collected for the selection of professional profiles that require specific skills are kept for a maximum of 2/5 years.  In addition, in the event of a positive assessment of the application and subsequent hiring, the data provided during the selection phase may be processed for the entire duration of the employment relationship and stored until administrative prescription.

**MANDATORY OR OPTIONAL NATURE OF THE PROVISION OF DATA.** We inform you that the provision of personal data, although optional, is necessary for the correct and efficient management of the application and selection process. Therefore, any refusal to provide the application could compromise, in whole or in part, the evaluation of the application and the correct management of the phases of the selection process.

**RECIPIENTS OR CATEGORIES OF RECIPIENTS.** Personal data will be processed by the Data Controller, and by persons strictly authorized by him.

The data may be communicated to the following categories of third parties:

CATEGORIES OF THIRD PARTIES TO WHOM THE DATA OR PART OF THE DATA MAY BE COMMUNICATED
The data acquired may be communicated to: <ul style="list-style-type: none"> <li>External parties designated as Data Processors (e.g. employment consultant in the event that the candidate is selected and it is necessary to start pre-employment procedures).</li> </ul> Finally, they can be communicated to subjects entitled to access them by virtue of legal provisions, regulations, European legislation.

The complete and up-to-date list of recipients is available upon request.

The data will not be disseminated.

**IMEQUADRI DUESTELLE S.P.A.**

**RIGHT TO LODGE A COMPLAINT WITH A SUPERVISORY AUTHORITY.** The data subject has the right to lodge a complaint with the <https://www.garanteprivacy.it/SupervisoryAuthority>, if he/she considers that the processing of his/her data does not comply with the principles of the GDPR (art. 77 GDPR).

**RIGHTS OF DATA SUBJECTS.** The interested party may at any time exercise the rights provided for in Articles 15-22 of the GDPR. In particular, request access to your personal data, rectification or cancellation, request the limitation of processing by sending an email request to the address [privacy\\_imequadri@imequadri.it](mailto:privacy_imequadri@imequadri.it).

The exercise of the rights of the data subject may be delayed, limited or excluded in the cases provided for by Article 2-undecies of Legislative Decree 196/2003 (Privacy Code).

**RIGHT TO OBJECT.** The data subject also has the right to object to the processing carried out on the basis of the legitimate interest of the Data Controller in the forms and ways provided for by Article 21 of the GDPR. However, the Data Controller may reject the request if it demonstrates compelling legitimate reasons to proceed with the processing.

**EXISTENCE OF AUTOMATED DECISION-MAKING.** The processing does not involve automated decision-making.

**TRANSFER OF DATA TO A THIRD COUNTRY OR TO AN INTERNATIONAL ORGANIZATION.** The Data Controller does not transfer personal data to third countries or to international organizations. However, it reserves the right to use cloud services. In this case, the transfer of data will take place exclusively to suppliers operating in countries deemed adequate pursuant to art. 45, who have adhered to the EU-US Privacy Framework or who have provided the guarantees provided for by art. 46 GDPR.

You can obtain more information on the transfer and/or copy of the guarantees applied by contacting the Data Controller.

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