

# AUTEL S.R.L.

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## Privacy Policy concerning the processing of personal data pursuant to articles 13-14 of (EU) Regulation 2016/679

### Data subject: Candidates considered for employment.

AUTEL S.R.L. in its capacity of Data Controller with regard to the processing of your personal data pursuant to (EU) Reg. 2016/679 (hereinafter the 'GDPR'), hereby informs you that the said regulation protects data subjects with regard to the processing of their personal data and that the said processing will take place in a fair, lawful, transparent manner which protects your privacy and your rights.

Your personal data will be processed in accordance with the terms of the above legal provisions and the confidentiality obligations contained therein.

### Purpose and Legal Basis of Processing:

Specifically, your data will be processed for the following purposes related to the implementation of obligations pursuant to legal requirements:

- Compliance with regulatory obligations related to the management of the employment relationship.

Your data will also be used for the following purposes related to the execution of measures connected to contractual or pre-contractual obligations:

- Processing related to the management of your application, as well as the conclusion and subsequent management of your employment contract (necessity of executing pre-contractual and contractual measures).

### Methods of processing:

Your personal data may be processed in the following ways:

- Processing by means of electronic computers;
- Manual processing by means of paper archives.

Every processing operation is carried out in compliance with the methods provided for in Articles 6 and 32 of the GDPR and through the adoption of appropriate security measures provided.

Your data will be processed solely by personnel expressly authorized by the Data Controller and, in particular, by the following categories of authorized personnel:

- Within the scope of personnel management.

## Communication:

Your data may be communicated to external parties for the correct management of the relationship, and in particular to the following categories of Recipients, including all Data Processors duly appointed:

- Consultants and professionals, including those working in an associated form.

**Dissemination:** Your personal data will not be disseminated in any way.

**Retention period:** Please note that, in compliance with the principles of lawfulness, purpose limitation, and data minimization, pursuant to Article 5 of the GDPR, the retention period of your personal data is:

- The time necessary for the evaluation of the curriculum and, in any case, not beyond 2 years from acquisition or last update.

Data Controller: the Data Controller, as defined by the Law, is AUTEL S.R.L. (VIA BAGNOLI, 9, 41049 SASSUOLO (MO), VAT No. 00963880364, contactable at the following addresses: e-mail [privacy@aeautel.it](mailto:privacy@aeautel.it), telephone 0536802104) in the person of its legal representative.

You are entitled, by application to the Data Controller, to obtain the erasure (right to be forgotten), restriction, updating, rectification and portability of your personal data, to object to their processing, and in general to exercise all your rights under articles 15, 16, 17, 18, 19, 20, 21 and 22 of the GDPR.

## Regulation (EU) 2016/679: Articles 15, 16, 17, 18, 19, 20, 21, 22 - Rights of the Data Subject

1. The data subject has the right to obtain confirmation as to whether or not personal data concerning him or her exist, regardless of their being already recorded, and disclosure of such data in intelligible form, and the right to lodge a complaint with the supervisory authority.

2. The data subject has the right to be informed of:

- a. the source of the personal data;
- b. the purposes and methods of processing;
- c. the logic applied if the data are processed by electronic devices;
- d. the identification data concerning the Data Controller, the Data Processors and the representative designated as per article 5, comma 2;
- e. the entities or categories of entity to whom or which the personal data may be disclosed and who or which may get to know said data as designated representative in the State's territory, as data processors or as persons in charge of the processing.

3. The data subject is entitled to obtain:

- a. the updating, rectification or, where interested therein, integration of the data;
- b. the erasure, anonymization or blocking of data that have been unlawfully processed, including data whose retention is not necessary for the purposes for which they were collected or subsequently processed;
- c. certification to the effect that the operations as per letters a) and b) have been notified, as also related to their contents, to the entities to whom or which the data were disclosed or disseminated, unless this requirement proves impossible or involves a manifestly disproportionate effort compared to the right that is to be protected;
- d. the portability of the data.

4. The data subject has the right to object, in whole or in part:

- a. on legitimate grounds, to the processing of personal data concerning him/her, even though they are relevant to the purpose of the collection;
- b. to the processing of personal data concerning him/her, where it is carried out for the purpose of sending advertising materials or direct selling or else for the performance of market or commercial communication surveys.