

	INFORMATION TO THE CANDIDATE REGARDING THE PROCESSING OF PERSONAL DATA <i>Pursuant to Art. 13 of EU Reg. 2016/679 and Art. 111bis of Legislative Decree No. 196 of June 30, 2003, as amended.</i>	Rev.01 of 04/03/2024
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Dear Madam / Dear Sir _____ ,

The company SEFIN S.p.a. is the Data Controller of the data you provided and, through this document, wishes to make available to you detailed indications regarding their use and protection in compliance with the new European Regulation 2016/679, which came into force for all intents and purposes on May 25th, 2018.

With regard to the purposes, the personal data, both common and special, provided by you, will be used exclusively for:

- a) proceed with the selection of personnel;
- b) contact you for an informational interview.

Should a full employment relationship be established as a result of the selection and possible interview, it will be the responsibility of the Data Controller to provide further information on the processing of your data, in accordance with the combined provisions of Art. 6 para. 4 and Art. 13 of the Regulations.

To fulfill the stated purposes, we will process **personal data** of various kinds, such as:

- identification data (first name, last name, address, place and date of birth, C.F., gender, ID card);
- contact data (landline phone number, cell phone number, e-mail address);
- data related to educational, academic skills;
- data related to any previous work situations;
- photographic image;
- data related to health status, if belonging to the protected categories.

The **legal basis** identified for the aforementioned purposes is the legitimate contracting interest of the Data Controller.

For your protection, it is also specified that if data not pertinent to the purpose pursued are indicated in the *Curriculum* received by us, it will be the responsibility of the Data Controller to refrain from their use and storage.

Regarding the **methods**, we inform you that the processing of your data will be carried out both manually and electronically, in compliance with the provisions of Article 32 of the EU Regulation 2016/679, by the Data Controller or by subjects specifically appointed and entrusted by him/her.

The updated list of the appointees and external parties appointed as Data Processors is kept at the office of the Data Controller who, in case of your express request, will immediately make it available to you.

Pursuant to Article 4(2), it is specified that processing may consist of any operation or set of operations such as collection, recording, storage, adaptation and modification, extraction, consultation, communication, restriction, erasure or destruction.

The Data Controller will retain your data for the period of the candidate's selection and in any case for no longer than **2 years** from the receipt of your *Curriculum Vitae*, in accordance with the **principle of accuracy** of the data, provided for in Art. 5(1)(d).

As an interested party, you are granted the rights set forth in Articles 15 to 22 of EU Regulation 2016/679, where applicable, which consist of: access, rectification, erasure, restriction, complaint to a supervisory authority.

At any time, you may exercise these rights by written communication to be sent to **SEFIN S.p.a.**, Viale Zara 10 -Milan (MI), or by e-mail to privacy@sefin.it or again by PEC to sam.sefin@legalmail.it

The Data Protection Officer (DPO) can be contacted at dpo@frareg.com