

## INFORMATION PURSUANT TO ART. 13 REGULATION (EU) 2016/679

Pursuant to Article 13 of EU Regulation 679/2016 of 27 April 2016 concerning the protection of individuals regarding to the processing of personal data, as well as the free circulation of such data, as data controller, we inform you that the personal data acquired with reference to the relationships established will be processed in compliance with the aforementioned legislation. Data processing is carried out in compliance with the rights of fundamental freedoms, as well as in the dignity of the data subject, with particular reference to confidentiality and personal identity and the right to protection of personal data.

We therefore provide you with the following information:

### 1. Data Controller

The Data Controller is SOGESA Consulting S.r.l. with registered office in Viale G. Mazzini, 6 - 00195 Rome (RM). You can exercise the rights referred to the below point 4 and/or request clarifications regarding the protection of personal data, by writing to the address indicated above or to the certified email address [sogesaconsulting@gigapec.it](mailto:sogesaconsulting@gigapec.it).

### 2. Purpose and legal basis of the processing

The Data Controller collects and/or receives information concerning you, such as: name, surname, tax code, place and date of birth, physical and electronic address, landline and / or mobile telephone number; curricular data. They are used by the Owner to verify the conditions for your recruitment and/or to start your collaboration with the Owner. The communication of your personal data takes place mainly towards third parties and / or recipients whose activity is necessary for the performance of activities related to the selection of personnel. Any communication that does not respond to these purposes will be subject to your consent.

The collection of applications and curricula can take place through the use of two types of sources: internal to the Data Controller (search advertisements by the Data Controller, reporting by the Data Controller's employees, CVs received spontaneously); external to the Data Controller (personnel search advertisements conveyed through recruitment agencies, employment agencies, universities, schools, advertisements in newspapers, magazines, specialized periodicals); Your personal data are also collected from third parties such as, by way of example: private individuals who carry out work administration activities, intermediation, personnel research and selection, training and support activities for professional relocation; universities and schools; family members and cohabitants.

Failure to provide the personal data expressly requested makes it impossible for the Data Controller to follow up on the activities relating to the main processing, or to: evaluate your application in the personnel selection process carried out by the Data Controller, also through its suppliers (third parties / recipients); manage the personnel selection process in all its phases; for the obligations that follow from it.

### 3. Processing methods and storage times

The personal data being processed are:

- processed lawfully and fairly;
- collected and recorded for specific, explicit and legitimate purposes, and used in other processing operations in terms compatible with these purposes;
- accurate and, if necessary, updated;

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- relevant, complete and not excessive in relation to the purposes for which they are collected or subsequently processed. The processing of data concerning you takes place through both electronic and manual means and tools made available to subjects acting under the authority of the Data Controller and authorized and trained for the purpose. The paper and especially electronic archives where your data are stored and stored are protected by effective and adequate security measures to counter the risks of violation considered by the Data Controller. Personal data are kept for the time necessary to carry out the activities related to the selection of the candidate and in any case 12 months from their collection, except for the possible establishment of the employment and / or collaboration relationship.

#### **4. Rights as an interested party**

You have the following rights:

- right of access: the right to obtain from the Data Controller confirmation as to whether or not the processing of your data is in progress and, in this case, to obtain access to it (ref. Article 15 of the Regulation);
- right of rectification: right to obtain the rectification of inaccurate data and / or the integration of incomplete data (ref. Article 16 of the Regulation);
- right to cancellation (right to be forgotten): the right to obtain, without undue delay, the cancellation of your data for legitimate reasons (ref. Article 17 of the Regulations);
- right to limitation of treatment: right to obtain limitation of treatment if there are legitimate reasons (ref. Art. 18 of the Regulation);
- right to data portability: right to receive your data in a structured, commonly used and legible format, as well as the right to transmit them to another owner (ref. Art. 20 of the regulation);
- right to object: right to object to the processing of personal data concerning you if there are legitimate reasons (ref. Article 21 of the Regulation);
- right to lodge a complaint with the Guarantor Authority for the protection of personal data in the event of unlawful processing of your data.

The above rights may be exercised against the Data Controller by contacting the references indicated in point 1 above.