

## INFORMATION ON THE PROCESSING OF PERSONAL DATA Intended for Candidate pursuant to art. 13 EU Regulation 2016/679

Dear Mr./Mrs

Thank you for the trust you have placed in us by sending / presenting your CV. This information sheet is intended to describe the methods of processing the data provided by candidates for possible employment in the company.

### Data controller

The data controller is Planet Srl with registered office in Ribes street 79, 10040 Samone (TO) ITALY.

The data protection officer is Dr. **Giuliana DOLCI** who can be contacted at the email address: [privacy@servizi.planetsite.it](mailto:privacy@servizi.planetsite.it).

### Lawfulness of processing

The data processing takes place in compliance with the following legal principles (GDPR art.6, par.1, lett. b), f):

- b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- f) | processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party.

### Purpose of the processing

Connected to the selection and assessment of personnel received by the owner in the form of a Curriculum Vitae, by post, e-mail or by hand, by the persons concerned, or through qualified persons authorized to carry out the research and selection activity of the staff.

The data provided by the interested party must concern only the common data strictly necessary in order to allow the evaluation of the candidate's profile and professional aptitudes and skills. Please do not provide special data (e.g. relating to health status, religious beliefs and political opinions). Any particular data will not be used in any case in the absence of the written declaration of consent to their treatment by our company.

The acquired data will be kept for a period of six months and then completely deleted from any archive.

### Data recipients

In case of recruitment, you will receive a new information which will specify the necessary legal bases applied and the purposes of the processing; your personal data relating to the processing in question will be communicated, if this is necessary or in any case functional to the management of the contractual relationship and to the pursuit of the legitimate interest of the owner, to external managers duly appointed pursuant to art. 28 of EU Regulation 679/2016.

### Provision of data

The collected data will be used by Planet for the complete and correct execution of the contract; to carry out this treatment it is not necessary to obtain the consent of the company.

Any refusal to provide such data implies the failure to provide the requested service by Planet to the extent that the data are necessary for the same.

### Processing methods

The processing is carried out by the controller and by the persons designated and expressly trained in the management of data processing; all processing of personal data takes place in compliance with the principles set out in art. 5 of Regulation (EU) 2016/679. Data processing is carried out with the following methods and security precautions:

- the security of data processed on IT support is managed through a password system;
- Planet has drawn up a Policy for the planning and management of company "back-ups";

- the confidentiality of the paper documentation is guaranteed by the custody of the documents in special archives with controlled and authorized access only to designated subjects;
- the accuracy of the recorded data is checked annually.

Planet does not transfer to third countries; does not have an automated decision-making process relating to natural persons and does not carry out profiling. The data could be transferred to countries within the E.U. and extra U.E; such transfers could be carried out by Entities and / or companies receiving the data as specified above under the heading "data recipients".

### **RIGHTS OF DATA SUBJECT**

In order to fulfill the obligations established by the Regulation in question, Planet reminds you which are the rights of the interested parties applicable.

The interested party has the right to request confirmation of the existence or otherwise of the processing of their personal data.

The interested party has the right to obtain:

- information about the purposes of the processing, the categories of personal data, the recipients or categories of recipients to whom the personal data have been or will be communicated and, when possible, the retention period;
- the correction and deletion of data;
- the limitation of the processing;

Pursuant to Article 77, the interested party has the right to:

- propose a complaint to a supervisory authority (<https://www.garanteprivacy.it/web/guest/home/docweb/-/docweb-display/docweb/4535524>)

### **How to exercise your rights**

Planet has created a specific email address to allow interested parties to easily exercise their rights:

[privacy@servizi.planetsite.it](mailto:privacy@servizi.planetsite.it).

Upon receipt of the request to exercise the rights, the privacy contact will send an email to the interested party where they will be asked to fill in the attached form. If it is not possible for the interested party to send this request by e-mail, it can be sent by ordinary mail by registered letter with return receipt. at the company's registered office:

Planet Srl Ribes street 79, 10040 Samone (TO) ITALY.

The exercise of rights by the user is free of charge pursuant to art. 12 GDPR. However, in the case of manifestly unfounded or excessive requests, also due to their repetitiveness, the controller could charge the user a reasonable fee, considering the administrative costs incurred to manage his request or deny the satisfaction of your request.

Samone, 2023/04/26