

Information on the processing of personal data art. 13 reg. EU 2016/679

Personnel selection

Fornella srl, as owner of the treatment of your personal data, informs you that your personal data will be processed by specifically authorized subjects and limited to the purposes and with the methods that will be specified below. This information is dedicated to candidates for employment who, through the specific page "[working at Fornella](#)" of the website "www.fornella.it" propose their candidacy for employment to the data controller.

Data Controller and contact details: Fornella srl, Via Fornella 1, 25010 San Felice Del Benaco – BS - Italy VAT number: 01725540981; Phone 0039036562294 email: fornella@fornella.it

Object, purpose and legal basis of the processing:

Fornella srl informs you that your personal data (specifically and limited to your personal and common identification data, contact details, data relating to family status, tax and postal data, data relating to educational qualifications and career), as well as, any personal data of third parties (specifically and limited to personal data and common identification data, and tax data of your dependent family members, or in any case of members of your family nucleus) communicated by you, will be processed for the sole purpose of evaluating and analysing this application of hiring. With reference to the data communicated by you and/or entered in your Curriculum Vitae belonging to particular categories pursuant to art. 9 of the GDPR: data relating to racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic or biometric data intended to uniquely identify you, data relating to health or sex life or sexual orientation, the Data Controller informs you that it will only process information that is strictly pertinent and limited to the analysis and evaluation of your working capacity, and according to the duties and/or specificities of the professional profiles required. This treatment is legitimized by the general authorization of the Italian Guarantor n. 2/2016.

The processing of your personal data will in any case take place according to principles of lawfulness and correctness and in order to fully protect your privacy.

The communication of such data to the Data Controller is a necessary requirement for the execution of pre-contractual measures requested by you (Legal basis art. 6 paragraph 1 letter b) and art. 9 par.2 letter b) and h) of the GDPR), such as the evaluation of your job application, aimed at establishing any employment relationship with the company. In the absence of communication of your data, it will therefore not be possible to proceed with the evaluation of your application for employment and, consequently, with the establishment of any contractual employment relationship.

Methods of treatment

The processing of personal data communicated by you is carried out by means of "collection, registration, organization, conservation, consultation, processing, selection, extraction, comparison, use, communication, cancellation and destruction of data"; subjected to both paper and electronic processing and, with technical and organizational methods suitable for guaranteeing a level of security appropriate to the risk by specifically authorized subjects (employees and/or collaborators of the data controller) who will be able to carry out operations of consultation, use, processing, comparison and any other appropriate action aimed at evaluating the candidates.

The Data Controller informs you that, for the purposes of processing your personal data, it does not make use of automated decision-making processes.

Data communication to third parties

It should be noted that, pursuant to art. 13, paragraph 1, letter (e), your personal data may be communicated to subjects appointed, to evaluate the profile of the candidates and to carry out the subsequent selection of personnel, in order to achieve the completion of the selection procedure and any subsequent recruitment, and may become aware of subjects who operate as data controllers, such as example the manager of the website and the maintainers of the IT and communication services of the owner.

The Data Controller informs you that it will not transfer your personal data to a non-EU third country or to an international organization based outside the borders of the European Union; in the event that this should become necessary for any reason, the Data Controller hereby ensures that he will provide you with due information and the transfer of data will take place in compliance with the applicable legal provisions and, in particular, in compliance with articles 44 - 45 - 46 - 47 - 48 and 49 of the GDPR and other applicable laws.

Data retention period

The retention period of your personal data is established for a period of time not exceeding the operations necessary to carry out the personnel selection activity and in case of non-hiring, reserves the right to keep your Curriculum Vitae for a time not longer than 1 (one) year, without prejudice to your right to oppose the processing and to request cancellation and/or limitation. Once the retention period as identified above has elapsed, your data will be deleted from every database, personal data, application and/or paper and computer archive, in which they were recorded and stored.

Rights of the interested party

Right of Access and Right of Rectification

As an interested party, pursuant to art. 15 of the GDPR, you have the right to obtain from the Data Controller confirmation of the existence or otherwise of a processing of personal data concerning you, to obtain access to them and to all the information referred to in the same art. 15, paragraph 1, letters from (a) to (h), by issuing a copy of the data being processed in a structured format, commonly used, readable by an automatic and interoperable device.

You, pursuant to art. 16 of the GDPR, also have the right to obtain from the Data Controller the rectification and/or integration of the data being processed if they are out of date and/or inaccurate and/or incomplete.

Right to cancel and Right to restriction of processing

As an interested party, you have the right to obtain, without unjustified delay, from the Data Controller, the cancellation of data concerning you -

As an interested party, you have the right to request and obtain from the Data Controller, the limitation of the processing of your personal data, or that such data are not subjected to further processing and can no longer be modified. The Data Controller ensures that the limitation of the treatment is implemented through adequate technical devices that guarantee its inaccessibility and unchangeability.

Right to object to processing

You have the right to object at any time to the processing of your personal data, for reasons related to your particular situation, in cases where the processing of your data is necessary (1) for the performance of a task in the public interest and/or connected to the exercise of

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public powers vested in the Data Controller; (2) for the pursuit of a legitimate interest of the Data Controller or of a third party; (3) for profiling activities performed by the Data Controller on the basis of the previous points.
You also have the right to lodge a complaint with the Supervisory Authority (Guarantor for the protection of personal data).

METHOD OF EXERCISING RIGHTS

You can exercise the rights listed above by sending a request to the email address privacy@fornella.it or by registered mail to the owner, for the attention of the privacy manager.

The Data Controller will confirm receipt of your request and provide you with information relating to the action taken, within 1 (one) month of receiving the request.

Following the sending of your request for rectification, cancellation, limitation of opposition, if the Data Controller has reasonable doubts about your identity, he will request further information to confirm it. These communications will be sent by email from the address privacy@fornella.it.

FORMULA FOR ACQUISITION OF THE CONSENT OF THE INTERESTED PARTY

By signing this information, a copy of which is provided to me, I expressly declare that I have fully understood what it contains both in relation to the processing of my data (subject, purpose and methods of processing) and in relation to the rights granted to me pursuant to the articles 15 - 16 - 17 - 18 - 20 - 21 of the GDPR.

As for the request for explicit consent, pursuant to art. 9, paragraph 2, letter a) of the GDPR, for the processing of personal data communicated by me possibly belonging to particular categories pursuant to art. 9 of the GDPR, for the sole purpose of evaluating and analysing this application for employment:

- I agree
- I deny consent

Place, _____

The interested party
