

## PRIVACY NOTICE FOR CANDIDATES

### Pursuant to and for the purposes of art. 13 of EU Regulation no. 2016/679

#### 1. Data Controller

The Data Controller is A TLC SRL – with registered office in Corso Magenta 56 – 20123 Milan and with operational headquarters in Via 1° Maggio 26 – 60131 Ancona (Italy)

#### 2. Types of data processed

The categories of data subject to processing are represented by contact data, including personal data, tax data, e-mails, telephone numbers, photographs or images, educational qualifications, certifications, and sensitive data such as those suitable for detecting the state of health and disability. The provision of data is mandatory for all that is required by legal and pre-contractual obligations and therefore any refusal to provide them in whole or in part may make it impossible for the undersigned to take it into consideration for a possible establishment of the employment or collaboration relationship or not to be able to guarantee certain conditions or facilities to which it may be entitled.

#### 3. Purpose of the Processing

The purposes of the processing of personal data include:

1. **Human resources management.** This includes the evaluation of the CV, interviews and human resources management activities carried out as part of the evaluation of candidates and the possible preparation, in the event of a positive evaluation, of the necessary documentation for the establishment of the employment or collaboration relationship.
2. **Compliance with local and EU Member State laws.** This purpose refers to the processing of personal data necessary to comply with legal obligations to which the Company is subject. Its purpose is to ensure the Company's compliance with the law, including, but not limited to, the prevention of crime and the disclosure of personal data to government institutions and supervisory authorities, including tax and labor authorities.

The aforementioned processing does not involve the activation of decision-making processes based solely on automated monitoring or profiling systems as provided for in Article 22 of the GDPR.

#### 4. Legal Bases for Processing

1. In relation to the purposes 1. and 2., A TLC SRL, hereinafter referred to as the "Company", will have the right to process your personal data, which is necessary to carry out the evaluation of candidates and to allow the Company to comply with its legal and pre-contractual obligations in its capacity as employer or to respond to requests from the interested party.

2. Consent for the processing of personal data contained in curricula is not required pursuant to article 111bis of the Privacy Code Legislative Decree 196/2003 as amended by Legislative decree no. 101/2018.

#### 5. Subjects to whom the data may be communicated

1. To achieve the purposes indicated above, the Company may use the services of third parties such as, by way of example but not limited to, labor consultants, accountants, lawyers, data processing companies. Therefore, third parties may receive or have access to your personal data.

2. When using the third-party service, the Company will ensure that such third party provides adequate technical and organizational measures to protect personal data as required by applicable law. It is also possible that the Company transfers data to public third parties, to comply with related regulatory obligations.

### 6. Cross-Border Data Transfers

1. In the case of transfers outside the European Union, the same will be limited to countries for which there is an adequacy decision of the EU Commission or in any case will be subject to adequate safeguards according to EU regulation no. 679/2016.
2. You may request information in this regard, including a copy of the data or an indication of the place where the data have been made available, by contacting the contact points of the Privacy Office indicated below.

### 7. Storage and processing methods

1. Candidates' Personal Data will be retained for no longer than necessary. This retention period may not exceed 2 (two) years beyond the date of receipt. The data will be processed electronically and on paper.
2. The processing of data is carried out electronically and/or on paper and may also be carried out by entrusting it to third parties for processing operations. All processing is carried out in compliance with the procedures set out in art. 11, 31 et seq. of the Privacy Code Legislative Decree 196/2003 and in consideration of art. 5 of GDPR 679/2016.

### 8. Automated decision-making

1. The Data Controller does not carry out processing that consists of automated decision-making processes on the data processed.

### 9. Rights of data subjects

1. The data subject shall have the right to obtain from the data controller confirmation as to whether or not personal data concerning him or her are being processed, to request the rectification and/or erasure of personal data or the restriction of processing concerning his or her data, as well as the right to data portability, to object to processing unless these present conflicts with legal obligations related to the management of the aforementioned purposes.

2. To exercise your rights, you can contact the Data Controller at the following addresses:

- A TLC SRL - Via 1° Maggio 26 – 60131 Ancona
- E-mail: [privacy@aethra.com](mailto:privacy@aethra.com)

The interested party has the right to lodge a complaint with the Supervisory Authority regarding Personal Data in the forms provided.

I, the undersigned, ..... I declare that I have received the information on the use of my personal data.

Signature:

Data:

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## WITHDRAWAL FORM OF THE DATA SUBJECT

I, the undersigned, ..... I wish to withdraw my consent to the processing of my personal data by A TLC SRL.

Therefore, A TLC SRL no longer has my consent to the processing of my personal data referred to in point 2 of the information on the processing of personal data (EU Reg. no. 679/2016); which had been granted previously using the "Data Subject Consent Form."

The withdrawal of consent does not affect the lawfulness of the processing activities carried out so far.

Signature:

Date: