

Privacy policy “personnel selection”



1. Data controller

Storti S.p.A., with registered office in Via Francesco Dioli, 11, 26045 Motta Baluffi (CR), Tax ID and VAT 00765230198, hereinafter referred to as “**Data Controller**”, guarantees compliance with personal data protection regulations by providing the following information on the processing of data pursuant to Art. 13, EU Regulation 2016/679 (General Data Protection Regulation - GDPR) as amended.



2. Data processed, purpose and legal basis for processing

The processing of personal data takes place as part of the selection process aimed at identifying persons to be added to the Controller’s workforce and assessing whether they are in line with the company’s needs, in order to then proceed to the possible stipulation of an employment contract.

The following categories of data may be processed for the needs of managing the personnel evaluation and selection process:

- a) personal data, personal details, address and other contact details, tax code, education, specialisations, work experience and anything else necessary for the personnel assessment and selection process (CV, covering letter);
- b) *(if any)* health-related data collected in connection with membership of protected categories or suitability for performing certain tasks. In this regard, it is recommended that only information relevant to the selection purpose be communicated or included in the CV; in particular, please limit health-related information to what is strictly necessary to inform the potential employer of your membership of protected categories.

The legal bases legitimising the processing are:

- with reference to point (a), the performance of pre-contractual measures relating to the selection procedure to which the data subject is party (Art. 6.1 letter b);
- with reference to point (b), the consent of the data subject in the event that health data are included in the curriculum vitae (Art. 6.1 letter a).



3. Nature of the provision

The provision of data is optional, but refusal to provide them in whole or in part will make it impossible for the Data Subject to participate in the personnel selection process put in place by the Controller.



4. Locations and methods of data processing and storage times

The data collected from the site are processed at the Data Controller's premises.

The data collected shall be processed by electronic means or otherwise automated, computerised and telematic tools, or by means of manual processing with logic strictly related to the purposes which the personal data were collected for and, however, in such a way as to guarantee their security.

The data are stored for the time strictly necessary to manage the purposes for which the data are processed ('principle of storage limitation', Art.5, EU Regulation 2016/679) or in compliance with the deadlines set forth by current regulations and legal obligations. Specifically, if the transmission of the curriculum vitae is on the free initiative of the data subject, it will be kept for 30 days from receipt, whereas if the transmission is for the purpose of filling a vacant position, it will be kept until the purposes set out in point 2 have been fulfilled.

Checks are carried out periodically on the obsolescence of stored data in relation to the purposes which they were collected for.

However, the Data Controller applies rules that prevent the storage of data indefinitely and thus limits the storage time in compliance with the principle of minimising data processing.



5. Persons authorised to process, data processors and communication of data

The processing of the data collected is carried out by the Data Controller's own personnel, identified for this purpose and authorised to process them in accordance with specific instructions given in compliance with the applicable regulations.

The data collected, to the extent pertinent to the indicated purposes of the processing and where necessary or instrumental to the performance of said purposes, may be processed by third parties appointed as external data processors, or, as the case may be, communicated to all subjects required for proper performance of the purposes under point 2, such as external consultants operating for the Data Controller in the context of personnel evaluation and selection.

The data collected may be provided in the event of a legitimate request by the Judicial Authority, solely in the cases provided for by law.

Under no circumstances and for no reason whatsoever shall your data be disseminated.



6. Data transfer to non-EU countries

The data collected will not be transferred outside the European Union.



7. Rights of the data subject

In relation to the Personal Data provided, the data subject has the right to exercise the following rights:

- a. (Art. 7.3 EU Regulation 679/2016 - GDPR) withdrawal of consent;
- b. (Art. 15 EU Regulation 679/2016 - GDPR) access and obtain a copy;
- c. (Art. 16 EU Regulation 679/2016 - GDPR) request rectification;
- d. (Art. 17 EU Regulation 679/2016 - GDPR) request erasure ('right to be forgotten');
- e. (Art. 18 EU Regulation 679/2016 - GDPR) obtain restriction of processing;
- f. (Art. 20 EU Regulation 679/2016 - GDPR) receive them in a structured, commonly used and machine-readable format for the purpose of exercising the right to portability;
- g. (Art. 21 EU Regulation 679/2016 - GDPR) object to the processing.

The data subject may exercise his/her rights, as well as request further information regarding his/her Personal Data, by sending an e-mail to privacy@storti.it specifying in the subject line the content of his/her request.

Requests relating to the exercise of the user's rights shall be processed without undue delay and, however, within one month of the request; only in cases of particular complexity and number of requests may this period be extended by a further two (2) months.

We would like to remind you that it is your right (pursuant to Art. 77 EU Regulation 679/2016 - GDPR) to file a complaint with the Data Protection Authority, whose contact details are available [here](#).

Last updated: 20 February 2024