

PRIVACY NOTICE – CANDIDATES PURSUANT TO ARTICLES 13 AND 14 OF REG. (EU) 2016/679 (“GDPR”)

1. Identify and contact details of the data controller

The data controller is Amilon S.r.l., Tax Code and VAT 05921090964, with registered office in via Natale Battaglia n. 12, Milan, e-mail address privacy@amilon.eu (“Amilon” or “Data Controller”).

2. Contact details of the Data Protection Officer (DPO)

The DPO can be contacted at the e-mail address dpo-ext@amilon.eu.

3. Categories of personal data processed

The Data Controller processes common data (e.g., name, surname, e-mail, place and date of birth, residence, telephone number, educational qualification, work experience, photos), and special categories of personal data, such as data concerning health (such as belonging to protected categories) and any additional data you may have included in your curriculum vitae and/or cover letter, where necessary for the selection activity. Such data will hereinafter be referred to as “Data”.

The collection of special categories of Data will be carried out only when strictly necessary for the candidate’s selection activity. In the absence of necessity, such information will be neither requested nor taken into consideration when received and will be immediately deleted, pursuant to the provisions of the provision of the Italian Data Protection Authority containing the prescriptions relating to the processing of special categories of data, in accordance with Article 21, paragraph 1 of Legislative Decree no. 101 of 10 August 2018- Prescriptions relating to the processing of special categories of data in employment relationships (Gen. aut. no. 1/2016).

4. Source of personal Data

Data are collected from the data subject (i.e. directly provided by you) and/or from third parties, such as recruitment companies, temporary employment agencies, universities, professional social network operators.

5. Purpose of processing, legal basis and retention times

WHY IS PERSONAL DATA PROCESSED?	WHAT IS THE CONDITION THAT MAKES THE PROCESSING LAWFUL?	HOW LONG DO WE KEEP PERSONAL DATA?
a. To carry out the activities of search and selection of candidates .	In order to take steps at the request of the data subject prior to entering into a contract pursuant to art. 6.1 lett. b) of the GDPR. With regard to special categories of Data, the condition pursuant to art. 9.2 lett. b) of the GDPR (i.e., for the purposes of carrying out the obligations and exercising specific rights of the Data Controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.	For the entire duration of the selection activity.
b. If necessary, to verify that the Data correspond to the truth by using public information (including professional social network profiles). Processing is limited to information related to your professional aptitude and profile and is carried out in the least intrusive way possible, taking all necessary measures to ensure a proper balance between Amilon’s interest in verifying the information you provide and your fundamental rights and freedoms.	Legitimate interest of the Data Controller, pursuant to art. 6.1, lett. f) of the GDPR.	
c. Retention of Data for possible future selections , in case the selection for which you applied is unsuccessful.	Legitimate interest of the Data Controller, pursuant to art. 6.1, lett. f) of the GDPR, and for the special categories of Data, the condition pursuant to art. 9.2 lett. b) of the GDPR.	For 3 years after termination of the selection.

Once the storage terms indicated above have elapsed, the Data will be destroyed, deleted or made anonymous, compatibly with the technical timing of cancellation and backup.

6. Provision of Data

The provision of Data is mandatory to carry out the activities of search and selection of candidates. Therefore, refusal to provide the Data does not allow to carry out such activities and to consider your application.

7. Categories of data recipients

The Data may be communicated to other third parties operating as independent data controllers, such as, for example, public authorities and professional firms. The Data may also be processed, on behalf of the Data Controller, by third parties, designated as data processors pursuant to art. 28 of the GDPR, which carry out activities functional to the pursuit of the aforementioned purposes (e.g. IT or personnel selection services).

Furthermore, the data are processed by Amilon employees/collaborators - belonging to the company departments responsible for pursuing the aforementioned purposes - who have been expressly authorized to process and who have received adequate operating instructions.

8. Rights of data subjects

The data subjects (i.e., the subjects to whom the Data refer), can exercise the rights referred to in articles 15-22 of the GDPR, by sending a communication to the contact points indicated in par. 1. In particular, the data subjects can:

- obtain from the Data Controller confirmation that personal data concerning them are being processed and, in this case, access to them and to the information referred to in art. 15 of the GDPR;
- obtain the rectification of inaccurate data or the integration of incomplete data pursuant to art. 16 of the GDPR;
- obtain the erasure of data in the cases provided for by art. 17 of the GDPR;
- obtain the limitation of processing (i.e. the temporary subjecting of data to storage only), in the cases provided for by art. 18 of the GDPR;
- object, for reasons related to their particular situation, the processing carried out for the legitimate interest of the owner, pursuant to art. 21 of the GDPR;
- if the processing is based on consent or contract and is carried out with automated tools, the data subject may request to receive the data in a structured format, commonly used and readable by automatic device, as well as, if technically feasible, to transmit them to another holder without hindrance ("right to portability") pursuant to art. 20 of the GDPR.

In any case, the data subject has the right to lodge a complaint with the competent supervisory authority in the Member State where he/her habitually resides or works or in the State where the alleged infringement occurred.