

Incas S.p.A. S.U.

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Personal data processing policy under articles 13-14 EU Regulation 2016/679**Category of data subjects: candidates to consider for the establishment of an employment relationship.**

Incas s.p.a. S.U., as Controller of your personal data, according to and by the effects of the EU Regulation 2016/679 (General Data Protection Regulation), informs you that the aforementioned law provides for the protection of data subjects with respect to processing of personal data. This treatment will be based on principles of fairness, lawfulness, transparency and protection of your privacy and your rights.

Your personal data will be processed in accordance with the legislative provisions of the aforementioned law and the confidentiality obligations laid down therein.

For the purpose of the indicated processing, the Data Controller may become aware of **particular categories of personal data** and in detail: racial or ethnic origins, status of health. The processing of personal data for these particular categories is carried out in compliance with Article 9 of the GDPR.

Your personal data may also, with your consent, be used for the **following purposes**:

- Selection of staff for the establishment of an employment relationship.

The provision of data is optional for you regarding the aforementioned purposes, and your refusal to process does not compromise the continuation of the relationship or the adequacy of the processing itself.

Modality of data processing. Your personal data may be processed in the following ways:

- by means of electronic calculators using software systems managed by third parties;
- entrusting third parties with processing operations;
- association or comparison of data also from different public or private databases;
- creation of professional or candidate profiles;
- processing of data collected by third parties;
- data collection in public places or open to the public;
- data collection by computer or telematic means;
- processing by electronic calculators;
- manual treatment by means of paper archives.

Each treatment is carried out in compliance with the modalities set out in articles 6 and 32 of the GDPR and through the adoption of the appropriate security measures.

Only personnel expressly authorized by the Controller and, in particular, by the following **categories of privacy officers**, will process your data:

- Personnel management.

Disclosure: your personal data will not be disclosed in any way.

Storage period: please note that, in accordance with the principles of lawfulness and purpose limitation, as set by the article 5 of the GDPR, the storage period of your personal data is:

- Established for a period of time not exceeding the completion of the services provided.

Controller: the Data Controller, according to the Law, is Incas S.p.A. S.U. (via Milano 16 , 13856 Vigliano Biellese (BI); e-mail: mbadone@incasgroup.it; telephone no: 0158130370; VAT no: 01264020023) in the person of its legal representative pro tempore.

You have the right to obtain from the Controller the erasure (right to be forgotten), restriction, updating, rectification, portability, objection to the personal data processing, as well as in general can exercise all the rights established by the articles 15, 16, 17, 18, 19, 20, 21, 22 of the GDPR.

EU Regulation 2016/679: Articles 15, 16, 17, 18, 19, 20, 21, 22 - Rights of the data subject.

1. . The data subject has the right to obtain confirmation of the existence or not of personal data concerning him/her, even if not yet registered, and their communication in intelligible form, and the possibility to complain to the supervisory authority.

The data subject has the right to obtain the indication:

- The origin of personal data
- Of the purpose and modalities of data processing;
- Of the logic applied in case of processing provided by electronic means;
- Of the identity and the contact details of the controller, of the legal representative and of the designated data protection Officer according to article 13;
- Of the subjects or categories of subjects to whom the personal data may be communicated or who can learn about them in quality of legal representative in the territory of the State, Processors or privacy officers.

The data subject has the right to obtain:

- Updating, rectification or, when interested, integration of data;
- The erasure, transformation into anonymous form or data block processed unlawfully, including data whose retention is unnecessary for the purposes for which the data were collected or subsequently processed;
- The attestation that the operations referred to in letters a) and b) have been brought to the attention, also with regard to their content, of those to whom the data have been communicated or disclosed, except the case in which this fulfilment proves impossible or involves a use of means manifestly disproportionate to the protected right;
- Data portability.

The data subject has the right to object, in whole or in part:

- For legitimate reasons, the processing of personal data concerning him/her, even if pertinent to the purpose of the collection;
- To the processing of his/hers personal data for the purpose of sending advertising or direct marketing material or for carrying out market research or commercial communication.