







**POLICY REGARDING THE PROCESSING OF PERSONAL DATA OF CANDIDATES
PURSUANT TO ARTICLES 13 AND 14 OF EU REGULATION 2016/679 (GDPR)
AND NATIONAL LEGISLATION ON PRIVACY**




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|  | DATA PROCESSING CONTROLLER | Fondazione MAIRE – Ente del Terzo Settore (“Foundation” or “Data controller”) Piazzale Flaminio, 9 – 00196 Rome, Italy Tax ID.: 96477180580 T.: +39 06 4122 35303 PEC: fondazionemairetecnimont@pec.it E-mail : secretary@fondazionemaire.com |
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|  | PERSONAL DATA PROCESSED (COMMON DATA) Personal, professional and any other information that you have included in your curriculum vitae and/or in the questionnaire that you will complete during the interview, such as in the following non-exhaustive details: <ul style="list-style-type: none"> - name, surname, gender, place and date of birth, marital status, nationality, residence and/or domicile address, personal telephone numbers and e-mails, details of identification documents (identity card and/or passport) and, where applicable, residence and work permit, tax code and/or equivalent national identification code, family members and their identification details; - data contained in the CV, educational and professional experience and skills acquired and memberships in any rolls/register and professional associations. |
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|  | PARTICULAR CATEGORIES OF PERSONAL DATA PROCESSED (SENSITIVE DATA) Information regarding health and membership in the so-called “Protected categories”. |
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|  | SOURCE OF DATA AND CATEGORIES OF DATA COLLECTED AT THIRD PARTIES The data are collected from the data subject (i.e. directly provided by you) or from head hunting companies or companies that provide recruiting services, universities or employment centers, or professional networks used by the Foundation, as well as European and/or non-European legal entities that belong to the MAIRE group. |
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|  | PROCESSING PURPOSES |  | LEGAL BASIS OF PROCESSING |  | DATA RETENTION PERIOD |
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| | Purposes related or instrumental to the personnel research and selection activity. | | Performance to take steps at the request of the data subject prior to entering a contract. | | The entire duration of the selection activity. |
| | Verification of the data provided to evaluate professional aptitude and skills according to the possible position to be filled. | | Legitimate interest. | | The entire duration of the selection activity. |
| | Keep the data for any future selections in case the selection for which you are a candidate has negative outcome. The foregoing is without prejudice to the possibility of opposing said processing. In this case, the Data will be deleted at the end of the selection process for which you have applied. | | Legitimate interest (evaluation of a future employment opportunity) | | 10 years from the termination of the selection process. |

|  | PROCESSING PURPOSES |  | LEGAL BASIS OF PROCESSING |  | DATA RETENTION PERIOD |
|--|---|---|---------------------------|---|-----------------------|
| | Fulfilment of obligations or exercise of the rights of the Foundation or of the data subject provided for by applicable legislation regarding labor law and social security and social protection, or by collective contracts, as well as instructions given by legitimate authorities and supervisory and control bodies | Need to fulfil legal obligations to which the Foundation is subject with regard to sensitive data in compliance with the provisions of article 9.2, letter b) GDPR. | | The entire duration of the selection activity. The Data will be processed and retained for the period of time envisaged from time to time by applicable law (including sector law). | |
| | If necessary, to ascertain, exercise and/or defend the rights of the Foundation in front of the court. | Legitimate interest (defence in front of the court) | | In the case of judicial litigation, for the entire duration of the same, until the exhaustion of the terms of practicability of appeals | |
| Once the retention terms indicated above have elapsed, the Data will be destroyed or made anonymous, consistent with the technical procedures for deletion and backup. | | | | | |

|  | DATA SUPPLY |
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| | Mandatory for personnel recruitment and selection activity. The refusal to provide data shall not allow carrying out this activity and, therefore, considering your application. |

|  | CATEGORIES OF DATA RECIPIENTS |
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| | <p>The Data may be communicated to parties operating as autonomous controllers or processed on behalf of the Foundation by parties designated as external data processors that are given appropriate operating instructions. These parties are essentially included in the following categories:</p> <ul style="list-style-type: none"> - companies, including companies belonging to the same group, which the controller uses for the selection, recruitment and evaluation of candidates; - recruitment and consultancy companies for personnel recruitment; - companies authorized to carry out staff leasing services. |

|  | PARTIES AUTHORIZED FOR PROCESSING |
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| | The Data may be processed by employees and collaborators of the Foundation, belonging to the Foundation Departments responsible for the pursuit of the aforementioned purposes that have been expressly authorized for processing and have received adequate operating instructions. |

|  | TRANSFER OF PERSONAL DATA IN COUNTRIES NOT BELONGING TO THE EUROPEAN UNION |
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| | The Data may be transferred to non-European countries to legal entities belonging to the MAIRE group or to other subjects by virtue of a contractual or commercial relationship or for specific business requirements. The transfer is occasional and necessary for the execution of the selection process. |

RIGHTS OF DATA SUBJECT - COMPLAINTS TO THE CONTROL AUTHORITY



By contacting the Group Corporate Affairs, Governance, Ethics & Compliance Department via e-mail privacy@groupmaire.com the data subject may:

- ask the data controller to have access to their data, the correction, integration or deletion thereof, as well as the limitation of processing;
- oppose processing in the hypotheses of legitimate interest of the controller¹;
- receive the data in a structured form that is commonly used and legible by an automatic device, and, if technically feasible, transmission thereof to another controller without impediments (“right to data portability”)².

Data subject shall also have the right to file a complaint with the competent Supervisory Authority.

¹ The right to limit processing consists of temporarily subjecting the data preservation, in the following cases pursuant to art. 18 of the GDPR:

- a) the accuracy of the personal data is contested by the data subject, for a period enabling the controller to verify the accuracy of the personal data;
- b) the processing is unlawful and the data subject opposes the erasure of the personal data and requests the restriction of their use instead;
- c) the controller no longer needs the personal data for the purposes of the processing, but they are required by the data subject for the establishment, exercise or defence of legal claims;
- d) the data subject has objected to processing pursuant to Article 21(1) pending the verification whether the legitimate grounds of the controller override those of the data subject.

² The right to data portability can be exercised if the processing is based on consent or a contract and it is carried out using automated instruments.