

**Information on the Processing of Personal Data**

*(pursuant to Articles 13 – 14 of EU Regulation 2016/679 and Legislative Decree 196/2003 in the light of Legislative Decree 101/2018)*

Dear Data Subject,

Below you will find important information that we need to bring to your attention, not only because it is an obligation imposed by law but also because transparency and propriety when dealing with data subjects are of fundamental importance to our business.

The reference legal bases and purposes behind the collection and processing of your personal data have been set out below:

**PROCESSING: Staff recruitment**

Purpose	Data processed	Legal basis	Duration
Search for new staff to hire	Tax code and other personal identification numbers; Name, address or other elements of personal identification; Data relating to criminal convictions and offences; Job (current and previous job, curriculum, etc.); Education and culture; Certificates of professional skills; E-mail; Province of residence; Declared profession; Subjects of interest; Sex (m/f); Job	Pre-contractual	2 years from the year of recruitment

**PROCESSING: Staff selection**

Purpose	Data processed	Legal basis	Duration
Staff selection	Tax code and other personal identification numbers; Data relating to criminal convictions and offences; Job (current and previous job, curriculum, etc.); Education and culture; Work qualifications; E-mail; Province of residence; Declared profession; Subjects of interest; Sex (m/f); Job	Pre-contractual	2 years from the year of recruitment

**Recipients:** Your data will not be communicated to any recipient.

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In addition to the above information, to ensure that the processing of your data is as correct and transparent as possible, you should be aware of the fact that:

- Except for those purposes based on consent, the provision of your data is a necessary requirement, otherwise it will not be possible to supply the goods or perform the service requested;

- You have the right to ask the Controller of the Processing for access to your personal data and their rectification or erasure, to limit the processing regarding yourself or to oppose the processing altogether;
- If you have given your consent for one or more specific purposes, you have the right to revoke such consent at any time;
- You have the right to present a complaint to the following Regulatory Authority: *Garante per la protezione dei dati personali* (Personal Data Protection Guarantor);
  - The data will be processed by automated, semi-automated and non-automated procedures;

Where indicated by the above Information you are legally obliged to provide your data, otherwise you may be subject to penalties as imposed by law.

Breganze (VI), 19/09/2018

Signature of the Controller of the processing

**Labrenta S.r.l.**

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