

## **PRIVACY NOTICE ON THE PROCESSING OF PERSONAL DATA PURSUANT TO EU REGULATION 2016/679**

*Pursuant to the current legislation on personal data protection (EU Regulation No. 679/2016), we wish to inform you that the processing of your personal data is carried out fairly and transparently, for lawful purposes, while safeguarding your privacy and rights.*

### **Data Controller and Data Processors**

The Data Controller is **ARCO SRL**, with its registered office at Piazza Risorgimento 4, 12051 Alba (CN), Italy, Tel. +39 0173 442800.

The updated list of parties appointed as Data Processors pursuant to Article 28 of the GDPR is available at the company's premises and may be obtained upon specific request submitted as described below.

### **Categories of Personal Data Processed and Purpose of Processing**

**ARCO SRL** informs you that the data processed may include:

- Common personal data, such as personal information, contact details, employment-related data, and professional information.
- Through your curriculum vitae or at a later stage, the Data Controller may collect special categories of personal data. In this regard, please note that the processing of such special categories of data may only take place with your explicit consent.

Your personal data may be used for the following purposes:

- a) To assess the suitability of your profile for open job positions and, more generally, to manage recruitment and personnel selection procedures.
- b) To contact you in order to arrange interviews that may be necessary, using the contact information you have provided.

Please note that, with reference to the purposes indicated in points a) and b), providing your personal data is voluntary; however, failure to provide such data will make it impossible for the Data Controller to evaluate your profile or schedule interviews.

### **Methods of Processing**

Your personal data will be processed using appropriate paper-based, electronic, and/or telematic tools, strictly related to the purposes mentioned above and, in any case, in a manner that guarantees their security and confidentiality.

Your personal data are processed lawfully and fairly through IT systems for the purposes described above and are protected through appropriate security measures that ensure their confidentiality, integrity, accuracy, availability, and updating.

Personal data will be processed exclusively by personnel authorized by the Data Controller, **ARCO SRL**, which has implemented all necessary IT security measures to minimize the risk of privacy breaches by third parties. These measures are constantly updated whenever necessary.

### **Recipients or Categories of Recipients of Personal Data**

Personal data processed by the Data Controller may be disclosed to specific parties considered recipients of such personal data. Article 4(9) of the Regulation defines a recipient as "a natural or legal person, public authority, agency or another body, to which the personal data are disclosed, whether a third party or not."

For the proper performance of all processing activities necessary to achieve the purposes set out in this notice, the following recipients may process data on behalf of the Data Controller:

- Third-party entities carrying out part of the processing activities and/or related and instrumental activities. These entities have been appointed as Data Processors.
- Individual employees and/or collaborators of the Data Controller entrusted with specific processing activities involving your personal data. These individuals have received appropriate instructions regarding security and the proper use of personal data.
- Public and private entities entitled to access the data by virtue of laws, regulations, or EU provisions, within the limits established by such rules.

The data will not be disclosed to an indeterminate number of subjects by any means, including through their making available or consultation, unless specific, free, and informed consent has been provided for each type of processing.

### **Retention Period and Criteria Used for Data Storage**

For the purposes referred to in points a) and b), your data will be retained for a period of **24 months** from the date of submission and may be used to contact you regarding future job opportunities and interviews. At the end of this period, your data will be permanently deleted.

### **Data Subject Rights**

At any time, pursuant to Article 7 of Legislative Decree 196/2003 and Articles 15–22 of EU Regulation 2016/679, you may exercise the right to:

- Request confirmation as to whether or not personal data concerning you exist.
- Obtain information regarding the purposes of processing, the categories of personal data concerned, the recipients or categories of recipients to whom the data have been or will be disclosed, and, where possible, the retention period.
- Obtain rectification and erasure of personal data.
- Obtain restriction of processing.
- Obtain data portability, namely receive your personal data in a structured, commonly used, and machine-readable format and transmit them to another controller without hindrance.
- Object at any time to the processing of your personal data, including processing for direct marketing purposes.
- Object to automated decision-making, including profiling.
- Request access to, rectification or erasure of personal data, restriction of processing concerning you, or object to processing, as well as exercise the right to data portability.
- Withdraw consent at any time without affecting the lawfulness of processing based on consent before its withdrawal.
- Lodge a complaint with a supervisory authority pursuant to Article 13(2)(d) of Regulation 679/2016.

To exercise the above rights, you may write to the Data Controller's certified email address:

**piazzaduomoalba@pec.it**, preferably indicating "Privacy – Exercise of GDPR Rights" in the subject line, or send a written request to **Piazza Risorgimento 4, 12051 Alba (CN), Italy**.

Pursuant to Article 13(2)(d) of Regulation 679/2016, data subjects also have the right to lodge a complaint with a supervisory authority.

**Data Controller**

**ARCO SRL**