



## PRIVACY POLICY “WORK WITH US”

VI.PA. S.r.l, in order to select professional figures to be included in its staff, offers the opportunity to submit your spontaneous application, in the "Work with us" section of the website [www.vipa.it](http://www.vipa.it). To this end, VI.PA. S.r.l requires the candidate to provide any useful data to verify the suitability to hold employment positions within the Company.

In this regard, in full compliance with the rules on the protection of personal data (D. lgs. 196/03 and EU Regulation, n. 2016/679 - GDPR), VI.PA. S.r.l invites you to read the following Policy, designed and written in simple and concise language to help you understand clearly how we process your personal data.

### **The Data Controller is VI.PA. S.r.l.**

- Registered Office: Via Sacconi n° 6, 63100 Ascoli Piceno
- PEC: [vipa@legalmail.it](mailto:vipa@legalmail.it)
- Fiscal Code and VAT 00241040443

### **1. Methods of data processing**

*VI.PA. S.r.l receives and processes your data with respect and utmost attention*

The personal data you provide to us will be processed by VI.PA. S.r.l on paper, computer or telematic.

Of the data received VI.PA. S.r.l will take care of:

1. the exact registration, so that they correspond to what you have declared;
2. the update to every communication of variation;
3. the storage in a form that allows your identification, for a period of time no longer than necessary for the purposes for which the data were collected..

### **2. Purpose of processing**

*We request your data in order to understand if you are the professional figure we are looking for*



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The processing of personal data contained in your Curriculum Vitae will be based on the principles of fairness, lawfulness and transparency, protecting your privacy, your rights, in accordance with the company’s privacy policy.

The company also undertakes to process your data in accordance with the principle of "minimization". This means that VI.PA. acquires and processes the data to the extent necessary for the following purposes:

1. Recruitment and selection of personnel.
2. Possible establishment of the employment relationship.

It therefore falls within the cases referred to in art. 6, paragraph 1, let. b) of the GDPR.

The provision of your personal data is mandatory for the purposes referred to in points a), b). Consequently, your refusal to provide data will determine the impossibility of evaluating your profile as well as your professional attitudes with respect to the role to be filled.

VI.PA. S.r.l reserves the right to remove from its archive the data received, where they are inaccurate, incomplete or out of date at a check carried out.

We inform you that, for the processing of personal data contained in the Curriculum Vitae, transmitted spontaneously to the Data Controller, your consent is not required (art. 111-bis of Legislative Decree no. 196/2003).

### **3. Scope of data circulation**

*Your data will be processed by as few people as possible, specifically authorized by VI.PA. S.r.l.*

Your personal data may be communicated, in close relation to the purposes indicated above, to the following subjects or categories of subjects:

a) to persons in relation to whom the current legislation provides for the obligation to communicate, in compliance with the requirements of tax and accounting legislation;

b) to professionals (both natural persons and legal persons) to whom the Data Controller should entrust the tasks for the performance of some outsourcing activities (e.g.: employment advisors, in order to prepare the



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documentation necessary for the establishment of the employment relationship);

c) to service companies (including IT) entrusted with specific management related to contractual obligations (payroll, meal vouchers, management of IT systems, entities carrying out data entry activities, etc.).

We also inform you that:

1. The communication of your data to the categories of subjects referred to in point a) constitutes a legal obligation to which the Owner must comply.
2. The communication of your data to the categories of subjects referred to in letters b) and c) is necessary to carry out the preliminary formalities with respect to the establishment of the employment relationship.

In relation to the categories of subjects referred to in letters b) and c), the Data Controller undertakes to rely exclusively on entities that provide adequate guarantees regarding data protection. The Data Controller will appoint them Data Processors, pursuant to art. 28 of the Regulation. The list of Data Processors is available in the company. You can read it, upon request to the Data Controller, via the email address at the bottom of this statement.

Your data will also be processed, exclusively for the purposes mentioned above, by employees and/or collaborators involved in the recruitment and selection of personnel, specifically designated or authorized and instructed by the Data Controller pursuant to art. 29 of the Regulation.

#### **4. Dissemination of data**

*Your data will never be released*

Your personal data will never be published, displayed or made available to/consultation of indeterminate subjects, unless required by a law, regulation or Community legislation.



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### 5. Retention of data

*Your data will be kept for as long as we believe it is necessary for your selection*

The personal data you have provided to us will be kept for the period necessary to carry out the assessments regarding the needs of hiring staff and, in any case, for no more than 1 year from the date of receipt.

### 6. Extra-EU data transfers

*Your data will not be transferred outside the European Union (EU)*

The Data Controller does not transfer personal data to countries outside the EU.

### 7. Rights of the data subject

*You have the right to request access, rectification, portability and deletion of your data, in addition to restriction and opposition to processing*

### What do you have the right to ask VI.PA. S.r.l.?

In relation to the processing of your personal data, you have the right to ask VI.PA. S.r.l.:

- **The access.** You can ask for confirmation whether or not a processing of data concerning you is in place, as well as more clarification about the information referred to in this statement;
- **The rectification.** You can ask to rectify or supplement the data you have provided to us, if inaccurate
- **The cancellation.** You may request that your data be deleted, if they are no longer necessary for our purposes; in case of withdrawal of consent or your opposition to the processing; in case of unlawful processing, or there is a legal obligation to cancel or refer to persons under 16 years.
- **The limitation.** You may request that your data be processed only for the purposes of storage, with the exclusion of other processing - for the period necessary for the rectification of your data - in the case of unlawful processing for which you oppose cancellation; if you must exercise your rights in court and the data stored by us can be useful to you; in case of opposition to the processing and is being checked on the prevalence of our legitimate grounds with respect to your.



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- • **The opposition.** You can object at any time to the processing of your data, unless there are our legitimate reasons to proceed with the processing that prevail over yours, for example for the exercise or our defense in court.
- • **The portability.** You can ask to receive your data, or to have it transmitted to another holder indicated by you, in a structured format, commonly used and readable by automatic device.

In addition, we inform you that you have the right to lodge a complaint with the Supervisory Authority, which in Italy is the [Guarantor for the Protection of Personal Data](#).

At any time, the interested party may request to exercise the previous rights to VI.PA. S.r.l, at the email address [info@vipa.it](mailto:info@vipa.it) .