



PRIVACY INFORMATION NOTICE

*pursuant to Article 13 of Regulation (EU) 679/2016
and the applicable data protection provisions*

Preliminary Consideration

Pursuant to, and for the purposes of, Regulation (EU) 2016/679 governing data protection ("**Regulation**"), as well as pursuant to, and for the purposes of, any other domestic and/or Community provision and/or rule applicable in relation to personal data protection, COIMA REM S.r.l., with legal office Piazza Gae Aulenti, 12, 20124 Milano, acting as Data Controller (hereafter, the "**Company**" or "**Controller**"), informs you that the personal data ("**Data**") you disclose on the occasion of your application, or otherwise acquired during the interview with the Company, may be processed in compliance with the following.

1. Purposes and legal basis of data processing

The Controller shall collect and process the personal data regarding you for staff recruitment purposes. The information processed is necessary for the performance of staff searching and selection activities on the part of the Company (for example, personal details, resume data, previous working experience, the fact of being included in categories enjoying special protection, etc.). Please find below an outline of the purposes for which the Data are processed and the legal basis that legitimates the relevant processing.

The Company shall process the Data for:

- (i) receiving and assessing your application.

In this case, the legal basis of the processing is the management of your application on the part of the Company for the purposes of selecting applicants and possibly entering into an employment or cooperation relationship.

- (ii) Purposes connected with the fulfilment of legal obligations, regulations, domestic and Community provisions and rules and regulations imposed by authorities legitimated to do so pursuant to law.

The legal basis of the processing of the Data processed for this purpose is the fulfilment of obligations provided for by law and by the applicable rules and regulations.

For the pursuance of the purposes illustrated above, the Company shall process the Data defined as '*personal*' (e.g., personal details, contact data, professional experience).

However, in some specific cases the Company may request and process, within the limits provided for by specific legal provisions, Data falling within specific categories, so-called 'special', namely, data related to one's state of health (for example, the fact of being part of categories enjoying special protection). The processing of these latter types of Data, which is necessary for the purposes of selecting and assessing your professional profile, is justified by legal obligations mandated by labour law, by which the Company must abide.

The above having been preliminarily stated - and stating here again that the Company shall acquire and use the personal data and information you provide for the application, including the data contained in the resume, for the exclusive purposes of selecting and managing the application - we ask you to refrain from including in your resume and/or disclosing to the Company, during the interview, special categories of data (relating for example, without limitation, to your state of health, political opinions, sexual life etc.), apart from those that are strictly necessary pursuant to law for the purposes of selecting and assessing resumes.



2. Nature of data disclosure and consequences of failure to disclose

For the pursuance of the purposes listed above, the processing of the Data is necessary and the failure to disclose them shall cause the impossibility to proceed with the assessment of the application.

3. Categories of parties to whom the data may be disclosed

The Data shall not be disseminated and may be disclosed, for the above purposes, to: (a) natural persons, companies, associations providing advisory services and activities; and (b) parties entitled to access the data pursuant to legal provisions or under provisions imposed by authorities legitimated to do so pursuant to law.

Moreover, the Data may also be disclosed to staff, partners or professionals of the Company - even abroad in countries belonging or not belonging in the European Union, but still within the Company's offices and for the specified purposes - who shall process them in their capacity as persons authorised to data processing or privacy managers.

The list of the persons to whom the Data are or may be disclosed, as well as the details of the privacy measures adopted to legitimate data transfers outside the EU, may be requested to the Company by contacting the persons specified in the 'Rights of data subjects' section.

4. Criteria to store the Data

The Data you disclose shall be stored for as long as it is necessary for the purposes for which they have been collected and for the performance of the connected and expedient activities indicated in paragraph 1 above, and they shall be erased when the purposes for which they have been collected and processed do not apply any longer.

In the case that your application is not accepted, the Data collected for the purposes of searching for, and selecting, staff shall be stored by the Company 5 years of disclosure of the Data. Over this period, the Company reserves the right to contact you should your professional profile be considered in line with other and future working positions. Once the said period expires, the Data disclosed shall be erased.

5. Rights of data subjects

We inform you that in the cases expressly provided for by the Regulation, you may exercise the rights under Articles 15 and ff. of the Regulation, including, in particular:

- right to request confirmation as to whether or not personal data concerning you are being processed, and, where that is the case, request from the Data Controller access to the information related to the processing;
- right to request from the Data Controller the rectification of inaccurate or incomplete Data;
- right to request from the Data Controller the erasure of the Data;
- right to request from the Data Controller the restriction of processing;
- right to request that you receive the Data concerning you in a commonly used and machine-readable format, or obtain the direct transmission of those data to another controller, if technically possible (so-called '*data portability*').

Moreover, you shall have the right to object in whole or in part to the processing of the Data regarding you, on legitimate grounds.

You may exercise the above-mentioned rights by sending a request to privacy@coima.it



Finally, if you deem that the processing of the data disclosed is in breach of data protection provisions, you shall have the right to file a complaint with the Italian Data Protection Authority (www.garanteprivacy.it).

The Data Controller

COIMA REM S.r.l.
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A handwritten signature in blue ink, appearing to read "COIMA REM S.r.l.", is written over the printed name.