

	<p style="text-align: center;"><b>INFORMATION TO THE CANDIDATE REGARDING THE PROCESSING OF PERSONAL DATA</b></p> <p style="text-align: center;"><i>Pursuant to art. 13 of EU Reg. 2016/679 and art. 111bis of Legislative Decree no. 196 of 30 June 2003 and subsequent amendments.</i></p>	<p style="text-align: right;">Rev.01 del 04/03/2024</p>
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Dear Madam/Sir \_\_\_\_\_,

SEFIN S.p.a. is the **Data Controller** of the data you provide and, through this document, wishes to provide you with detailed information regarding their use and protection in compliance with the new European Regulation 2016/679, which came into force in all respects on 25 May 2018.

With regard to the **purposes**, the personal data, both common and particular, provided by you will be used exclusively for:

- a) proceed with the selection of personnel;
- b) contact you for an interview.

If, as a result of the selection and any interview, a full-fledged employment relationship should be established, it will be the responsibility of the Data Controller to provide further information on the processing of your data, in compliance with the combined provisions of art. 6 par. 4 and art. 13 of the Regulation.

In order to fulfil the purposes indicated, we will process **various types of personal data**, such as:

- identification data (name, surname, address, place and date of birth, tax code, gender, identity card);
- contact details (landline telephone number, mobile phone number, e-mail address);
- data relating to scholastic and academic skills;
- data relating to any previous work situations;
- photographic image;
- data relating to health status, if belonging to the protected categories.

The **legal basis** identified for the above purposes is the legitimate interest of the Data Controller.

For your protection, it should also be noted that, if the CV received from us indicates data that are not relevant to the purpose pursued, the Data Controller will refrain from using and storing them.

As far as the methods are concerned, we inform you that the processing of your data will be carried out both manually and electronically, in compliance with the provisions of Article 32 of EU Regulation 2016/679, by the Data Controller or by subjects specifically appointed by him.

The updated list of persons in charge and external parties appointed as Data Processors is kept at the headquarters of the Data Controller which, in the event of your express request, will immediately make it available to you.

Pursuant to art. 4 par. 2, it is specified that the processing may consist of any operation or set of operations such as collection, recording, storage, adaptation and modification, extraction, consultation, communication, limitation, erasure or destruction.

The Data Controller will keep your data for the period of selection of the candidate and in any case for no more than **2 years** from the receipt of your *Curriculum Vitae*, in accordance with the **principle of accuracy** of the data, provided for by Article 5 paragraph 1, letter d).

As an interested party, you are entitled to the rights referred to in art. from 15 to 22 of EU Regulation 2016/679, where applicable, which consist of: access, rectification, cancellation, limitation, complaint to a Supervisory Authority.

You may exercise these rights at any time by means of a written communication to be sent to **SEFIN S.p.a.**, Viale Zara 10, Milano (MI), or by e-mail to [privacy@sefin.it](mailto:privacy@sefin.it) or by certified e-mail to the address [sam.sefin@legalmail.it](mailto:sam.sefin@legalmail.it)

The Data Protection Officer (DPO) can be contacted at [dpo.sefin@dpoprofessionalservice.it](mailto:dpo.sefin@dpoprofessionalservice.it)