**“Work With Us” Privacy Policy**

Studio Greppi & Associati, in order to select professional figures to join its workforce, offers the possibility of uploading your spontaneous candidacy to the website.

To that end, Studio Greppi & Associati asks you, as a candidate, to provide all useful information to verify your suitability to cover positions within the Firm.

In that regard, in full respect of the rules on personal data protection indicated in EU Regulation, no. 2016/679, Studio Greppi & Associati invites you to read the following privacy policy, which has been created and written in simple and concise language to help you clearly understand how we process your personal data.

**Data processing methods**

The personal data provided will be processed by Studio Greppi & Associati on paper and by electronic or online methods. The Data Controller will ensure, in relation to the data received:

1. their exact registration, so that they correspond to what was declared;

2. their update upon any communication of a change;

3. their storage in a form that enables identification for a period of time not exceeding that necessary for the purposes for which they were collected.

**Processing purpose and legal basis**

The personal data processed are those provided voluntarily by you when submitting your curriculum, during assessment interviews and/or in direct contact on the occasion of trade shows, exhibitions, etc.

The personal data sent by free initiative and/or following a personnel search/selection are processed exclusively for purposes connected to the assessment and selection, or to suggest other types of job offers coherent with the data subject's professional profile.

The Data Controller reserves the right to remove from its archive the data received, if these, when checked, are found to be inexact, incomplete or not up to date.

**Sensitive data**

Given the possibility for the information provided to Studio Greppi & Associati, pertinent for the specified purposes, to contain data of sensitive nature (i.e. data revealing racial and ethnic origin, religious, philosophical or other beliefs, political opinions, membership of political parties, trade unions, associations of religious, philosophical, political or trade union nature, as well as data likely to reveal the state of health and sex life) those data may be processed by Studio Greppi & Associati only with explicit consent. Therefore, Studio Greppi & Associati requests explicit consent to process those data in sending your spontaneous candidacy.

The consent may be freely withdrawn, at any time, without prejudice to the lawfulness of the processing carried out before the withdrawal, by sending an email to the address found at the foot of this privacy policy.

**Scope of circulation of data**

To pursue the purposes described in the above paragraph, the personal data provided may be circulated within the following areas. The data may be used by members of staff of Studio Greppi & Associati to whom a specific role of processor or processing officer has been assigned and to whom adequate instructions have been imparted and who have undertaken to respect confidentiality. The personal data are made accessible only to those who, within the company, need to see the data due to their role or hierarchical position. Those persons will be appropriately trained in order to avoid losses, destruction, unauthorised accesses or processing of those data that is not permitted. In addition, the data may be used by third party companies which perform instrumental activities on behalf of the company, such as:

* external consultants for personnel recruitment, selection and assessment, for handling disputes and providing legal support, firms and companies as part of support and consultancy relationships, based upon those relationships;
* services companies (including IT) to which specific tasks are entrusted relating to contractual obligations (payroll, meal vouchers, IT management systems, entities that perform data entry activities, etc.);
* companies of the same group to which the Data Controller belongs, for administrative-accounting purposes.

**Dissemination of personal data**

The personal data will not be published and will not be disseminated.

**Data transfer**

The Personal Data are stored on servers located within the European Union.

**Data storage**

The Data Controller stores and processes the personal data for the time strictly necessary to fulfil the indicated purposes, storing the data for a period not exceeding 24 months from their receipt.

**Data provision**

The provision of data is optional, but any failure to provide it may involve the impossibility of proceeding with the assessment/selection of the candidacy.

**Automated decision-making processes**

The Data Controller does not perform processing that consists of automated decision-making processes on the processed data.

**Rights of the data subject**

The data subject enjoys the rights provided by Articles 15 to 21 of EU Regulation no. 2016/679 and in particular:

* right of access to personal data;
* right to verify the purposes, methods and logic of processing;
* right to lodge a complaint with the supervisory authority;
* right to obtain the block on data if processed in violation of the law;
* right to be forgotten (erasure of data, even enhanced);
* right to obtain the restriction of processing

**Methods of exercising rights**

You may exercise the rights at any time by sending an email to the address [•]

**Controller, Processor and Officers**

The Data Controller is Studio Greppi & Associati – Via J.F. Kennedy, 19 – Vimercate (MB)

The updated list of Processors and Officers is stored at the Data Controller's registered office.

Monza (MB), 25 May 2018 Studio Greppi & Associati

The Candidate

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