

Privacy Notice for the Candidates

In compliance with the provisions of the Regulation (EU) 2016/679 of the General Data Protection , the GDPR, (hereinafter referred to as ‘the Regulation’) pursuant to art. 13 and art. 14, this document is intended to provide all the necessary information concerning the processing of the personal data of the employees.

Data controller

Pursuant to art. 4, paragraph 7, the Data Controller responsible for the processing of Personal Data is:

AVSI Foundation (hereinafter referred to as ‘AVSI’)
Headquarters: Via Donatello 5/b – 20131, Milano
Telephone: 02 6749 881 - Fax: 02 6749 0056 - humanresource@avsi.org

Legal Basis for Data Processing

Pursuant to Art. 6 of the Regulation, data processing is lawful to the extent necessary for the execution of the employment contract of the interested party and for the possible establishment of the employment relationship and to fulfill legal obligations to which the owner of the treatment is subject. The processing of particular categories of personal data, where necessary, may take place with the specific consent of the person.

The Data Controller will process the Personal Data in a lawful, correct and transparent manner, in compliance with the principles established by the General Data Protection Regulation, ensuring the protection of the employee’s Personal Data and fundamental rights and freedoms.

Data source

The personal data being processed may be provided directly by you or collected from other sources, in cases where the collaboration relationship is established through third parties to whom the Owner relies (recruitment companies, agencies for the administration of labor, universities, etc..). In this case, the Data Controller may request specific documentation relating to you from such persons (identity card, residence permit, notification of employment, training certificates, etc. ..). Personal data from public registers may also be processed for purposes connected with the correct management of the employment relationship. Personal data received from third party sources will be processed for the same purposes as this information notice.

Purpose of Data Processing

We inform you that your personal data will be processed with the support of paper, computer and telematic means, in order to make an objective assessment of your professional and personal requirements in relation to the possibility of inclusion in the workforce in the face of an open position. The selection will be made by prior assessment of your educational and professional background.

The personal data you provide will be processed in full compliance with the principles set out in the General Regulations on the Protection of Personnel, as well as in compliance with the obligations of confidentiality on which AVSI's activities are based, exclusively for the performance of research and selection of personnel for the purpose of establishing a possible employment relationship.

Aim of Data collection

The provision of personal data is a necessary requirement to fulfill your wishes, for the execution of pre-contractual measures and for the fulfillment of legal obligations. The interested party who intends to continue with his request for application therefore has the obligation to provide your personal data. The refusal to provide your data makes it impossible to assess and possibly establish the relationship of collaboration.

Data Processing Methods

Data Processing is carried out through operations or set of operations of Data collection, recording and organization: processing, including modification, comparison/interconnection; use, including consultation and communication; storage; cancellation.

The Data are stored and checked by adopting appropriate preventive security measures designed to minimize the risk of loss and destruction of the Data and prevent unauthorized access, unauthorized processing or a processing not in compliance with the purposes for which the consent to the collection is given. The treatment is also performed with the aid of electronic or automated means.

Special Categories of Personal Data and Judicial Data

Following the Regulation, it is called a treatment of special categories of Personal Data when they reveal the racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, as well as genetic data, biometric data, health data or related to the sexual life or sexual orientation of the person.

In relation to the employment relationship, the company will be able to treat these categories of data whether appropriate to point out, as an example:

- A general state of health (absences from work due to sickness, maternity, accident at work, compulsory employment of people with disabilities, vaccination records, certificate of healthy and robust constitution, which might contain sensitive data such as blood pressure, hearth pulses, weight) and indications on the medical fitness or otherwise to perform certain tasks (with respect to the result expressed by medical personnel following preventive/periodic medical visits in the field of health and safety in the workplace or requested by the employee her/himself);

The processing of these categories of data is allowed, even in the absence of a specific consent, to the extent necessary for Data Controller to comply with a legal obligation in the field of labor law, for purposes of occupational health and related assessment of the employee's labor capacity. This kind of processing is authorized by sectoral legislation pursuant to art. 6 of the Regulation.

With regard to the processing of information relating to criminal convictions and offenses, the employee might be required to declare the existence or absence of criminal records, complaints and pending cases, in accordance to the Legislative Decree n. 39/2014, which envisages that the Employer, who intends to employ a collaborator/employee/volunteer for the performance of

organized professional activities involving a direct and ongoing contact with minors, should request the criminal records of the employee, in order to verify the existence of convictions for some of the crimes referred to in articles 600-bis, 600-ter, 600-quater, 600-quinquies and 609-undecies of the IPenal Code, e.g. all crimes of pornography, prostitution, solicitation and violence against minors.

Recipients of the Data

Without prejudice to communications made in compliance with the legal and contractual obligations, all Data collected and processed may be communicated, exclusively for the purposes specified above, to the following third parties:

- Employees of the human resource department
- Employees involved in the recruiting process and interviews.

Data Retention

All the aforementioned Data and the documents concerning your service status will be retained even after the termination of the employment relationship for the accomplishment of any future obligations connected or arising from the conclusion of the employment relationship, as required by labour law legislation and related laws.

Data Subjects' Rights

Pursuant to the Regulation EU,, the parties concerned have the right to ask to the Data Controller to access to her/his Personal Data (Article 15), for rectification (Article 16), erasure of them or right to be forgotten (Article 17), limitation to the processing of Personal Data concerning her/him (Article 18), exercise of the right to Data portability (Article 20) objection to the processing of her/his data (Article 21). The party concerned has also the right to be not subjected to a decision based solely on automated Data processing, including profiling, which may produce legal effects concerning her/him or which may significantly affect her/him (Article 22).

If the processing of Personal Data is based on the express consent of the interested party, pursuant to art. 7 paragraph 3 of the Regulation, the subject has the possibility to withdraw her/his consent at any time.

Such requests can be made to the Data Controller according to the following formalities.:

- By sending a registered letter to the address: Via Donatello 5/b – 20131, Milano
- By sending an e-mail to: humanresource@avsi.org

The interested party has also the right to complain to the Data Protection supervisory authority (art. 77 of the Regulation) if she/he believes that we have not complied with the requirements of the Regulation with regard to her/his Personal Data.

Legal Claims

The Data Controller reserves the right to process your Personal Data for purposes of defense in court proceedings or in any legal dispute, as a result of abuses or illegal behavior. The Data Controller may also communicate the Personal Data of the interested party to public authorities in the cases provided for by the law.

Personal Data Consent Form

The undersigned _____, declares to have read the present notice on the Treatment of Personal Data pursuant to Article 13 of the Regulation and authorizes the processing of her/his Data collected for the indicated purposes and according to the specified methods.

Place and Date _____

Signature _____