

EMPLOYEES

Information concerning the processing of personal data pursuant to article 13 of the Regulation (EU) 2016/679 (the "Regulation")

Dear Employee,

In Job Spa informs you that your personal data will be used in compliance with the Regulation and in accordance with the following notice.

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1. **Controller of the personal data**

The controller of the personal data is the company In Job Spa (hereinafter the "Controller" or the "Company") with registered office in Via Germania 1, 37136 Verona (Italy), e-mail: info@injob.com.

2. **Content of the processing**

We may process your following personal data: name and surname, place and date of birth, citizenship, Italian fiscal code, address, telephone number and mobile phone number, e-mail address, possible Skype contact, marital status, dependent family members, etc.

Moreover, we inform you that we may also process special categories of data, which for their nature are "sensitive", since they may reveal, for instance, racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data or data concerning your health.

Lastly, we inform you that we may also process some data of your family members.

3. Cookies

We inform you that we may collect data concerning your visits to our website (including but not limited to: IP address, browser type, geographical location of websites visits), mainly in order to make your future visits easier and to improve your experience when using our website.

For more details on the cookies usage, we invite you to read our cookie policy at the following link <https://www.injob.com/it/en/cookies-explained>.

4. Data Security

Your data will be processed using both IT and manual instruments (paper-based documentation), and will be protected with appropriate security measures to ensure the confidentiality and integrity of the data.

We use stringent security procedures for the storage and the disclosure of the personal data, in order to protect them against accidental loss, destruction or damage.

We may disclose your information to the third parties indicated in paragraph 7 for the purposes indicated in this notice. In order to protect the personal data, we require all third parties to adopt appropriate technical and organizational security measures to comply with the EU legislation on the protection of personal data.

If you suspect either a possible misuse or the loss, or a non-authorized access to your personal data, we invite you to contact us immediately by sending an e-mail to the Data Protection Officer at the e-mail address indicated under paragraph 11.

5. Purpose and legal basis for the processing

- a) We will process your personal data in order to execute the employment staffing service contract pursuant to Italian legislative decree no. 81/2015 or to execute the pre-contractual measures needed. In accordance to article 6, subsection 2, lett. b) of the Regulation, your consent is not required to process your data for these purposes.
- b) Please note that, for this purpose and in order to improve your competences, we may process your data to let you participate to training courses, provided by the Company, the group companies (subsidiaries and / or affiliates) and commercial partners. We may process your data to fulfil legal obligations or to exercise the legal rights required by the employment and social security laws; to ascertain, exercise or defend a right in court. Pursuant to articles 6, subsection 1, lett. c) and 9, subsection 2, lett. b) and f) of the Regulation, your consent is not required to process your data for these purposes.
- c) Only upon your prior consent, we may process your data to send newsletters, advertising and information material and to inform you on courses, networking or training events organized by the Company, group companies (subsidiaries and/or affiliates) or commercial partners and to conduct studies, analyses and market researches.
- d) If necessary, we may process your personal data, without need of your consent, to pursue our legitimate interests in accordance to and subject to the conditions indicated under art. 6, subsection 1, lett. f) of the Regulation.

6. Provision of personal data and consequences of failure to provide such data

It is mandatory to provide your data for the purposes indicated under the previous paragraph (except for the purpose indicated under letter c). Failure to provide such data will result in the inability to enter into the employment agreement and to implement it.

7. Recipients of the personal data

Data could be made accessible or communicated to the following subjects, which may be nominated by the Controller, either as processors or as persons in charge of the processing, on the specific case:

- Group companies of the Controller (subsidiaries and/or affiliates), employees and/or collaborators in any capacity of the Controller and/or of the group companies of the Controller;
- Public or private bodies, natural or legal persons that are used by the Controller to perform the activities, which are necessary, to achieve the purposes described above (including but not limited to: suppliers of IT services and application software, e-mail marketing platforms, website managers, lawyers, experts on health and safety at work, appointed doctors , etc.) or to whom the Controller is obliged, by the law or by a contract, to communicate the data (including but not limited to: Inps, Inail, Local Labour Inspectorate, local authority employment office, Offices of the Tax Authority, EBITEMP, the national bilateral body for temporary work; FORMA.TEMP, the fund for training and income support for temporary staff, etc.).

Furthermore, your data may be disclosed to our clients.

Your personal data will not be subject to dissemination.

8. Data transfer outside the European Union

Your data may be transferred and processed in one or more Countries inside or outside the European Union. A complete list of the Countries in which our Company operates is available at this link <https://www.injob.com/it/en/office-locator>.

We specify that we will transfer your data outside the European Union only where our Company previously set up contractual instruments that assure an adequate protection to your data in compliance with art. 46 of the Regulation.

9. Period for which the personal data will be stored

Your data will be stored for the whole duration of the employment contract and for the period of time, which may be longer, necessary in order to comply with all applicable legal obligations.

Data processed for direct marketing purpose as indicated under paragraph 5, lett. c) will be stored for 24 (twenty-four) months, without prejudice to the possibility of withdrawing at any time the consent you previously released.

10. Rights of the data subject

We inform you that you can exercise the following rights:

- To obtain confirmation as to whether or not your personal data are being processed;
- If your data are processed, to have access to your personal data and to the information relating the processing as well as to request a copy of your personal data;
- To obtain rectification of inaccurate personal data and integration of incomplete personal data;
- To obtain, if one of the conditions set forth in art. 17 of the Regulation applies, the erasure of your personal data;
- To obtain, in the cases provided for in art. 18 of the Regulation, the restriction of processing;
- To withdraw, at any time, the consent to process the data for the purposes for which the consent was obtained. (Withdrawing the consent shall not affect the lawfulness of the data processing, which is based on the consent you gave before withdrawal);
- To receive your personal data in a structured commonly used and machine-readable format and to transmit those data to another controller, where technically feasible;
- Right to oppose the processing of your personal data when this right is based on a legitimate interest (or of third parties interest) and when there are elements relating to a specific personal situation that lead to oppose the treatment. You also have the right to object the processing if your personal information is used for direct marketing purposes;
- To lodge a complaint with the Italian independent supervisory authority, the “Garante per la protezione dei Dati Personali”, in case you think that your rights have been breached, according to the methods indicated on the website of the Garante at: https://www.garanteprivacy.it/en/home_en

If you wish to exercise one of these rights, please contact our Data Protection Officer at the address indicated in paragraph 11.

You will bear no cost to access your personal information (or to exercise any other right). However, if your request to access is clearly unfounded or excessive, we may charge you a reasonable fee. As an alternative, in such circumstances, we might refuse to meet your demand.

We might need to ask you specific information in order to confirm your identity and to grant you the right to access your data (or to exercise any of the other rights). This is another appropriate security measure in order to guarantee that personal information is not disclosed to people who are not entitled to receive it.

11. Data protection Officer

The Data Protection Officer, designated by the Controller, can be reached via:

- mail at the following address: Via Germania, 1 – 37136 Verona (Italia) to the attention of Responsabile della protezione dei dati (Data Protection officer);
- e-mail at the address: dpo@injob.com.

12. Changes to the privacy policy

Our privacy policy may be amended from time to time and any change will be communicated via e-mail or with a notice on our website.