

SUPPLIERS

Information concerning the processing of personal data in accordance with the Regulation (EU) 2016/679 (the "Regulation")

Dear Supplier,

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

We wish to specify that the provisions on the protection of personal data contained in the Regulation protects only natural persons and not legal entities.

As a result, the following notice refers exclusively to your personal data being you the legal representative of a company that has a contract with In Job Spa and/or being you the spokesperson, either assigned or delegated by the legal representative of that company.

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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 some of your identifying data (in particular, name and surname, social security number, residence and/or domicile address, phone and mobile phone numbers, company e-mail address, possible Skype or LinkedIn contacts) which were provided on the occasion of signing the contract with the Controller and/or provided, also at a later time, by the legal representative or other contact persons of the supplier company.

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

We will process your personal data:

- a) when executing the contract or the pre-contractual measures required;
- b) to fulfill the administrative, accounting and tax obligations required by current legislation for the management of the contractual relationship.

In accordance to article 6, subsection 1, lett. b) and c) of the Regulation, your consent is not required to process your data for such purposes.

Only with your previous consent we will process your data for telemarketing purposes, to send newsletters, e-mails or text messages concerning advertising/promotional and information material, events reporting, events of networking, organized by the Company, group companies (subsidiaries and/or affiliates) or commercial partners.

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 paragraph 5 lett. a) and b). Failure to provide such data will result in the inability to enter into a contractual relationship and to implement it.

Providing your data for marketing purposes is optional.

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; etc.) or to whom the Controller is obliged, by the law or by a contract, to communicate the data.

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

The data supplied for the purposes indicated under paragraph 5 lett. a) and b) will be stored for the duration of the contractual relation and for further period of ten years, in order to fulfill the legal, administrative, fiscal and accounting obligations.

Data collected for direct marketing purpose will be stored for 24 (twenty-four) months, without prejudice to the possibility of withdrawing, at any time, the consent 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 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 the 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.