

## DISCLOSURE UNDER ART. 13 OF THE GDPR REGARDING THE PROCESSING OF PERSONAL DATA JOB APPLICANTS

CAURUM S.R.L., as Data controller of your personal data, in accordance with and for the purposes of the Regulation EU 2016/679 (hereinafter, the 'GDPR'), hereby informs you that the above-mentioned Regulation provides for the protection of the data subjects with respect to the processing of their data and that such processing will be grounded on fairness, lawfulness, transparency principles and protection of the data subject's confidentiality and rights.

Your personal data will be processed in compliance with the provisions of the GDPR and the confidentiality obligations laid down therein.

### 1. Purposes and legal basis for processing

Your personal data will be processed for the following purposes, whose legal basis is constituted by the performance of pre-contractual measures:

- Selection of personnel for the establishment of an employment relationship.

For the purposes of the aforesaid processing, the Data controller may become aware of special categories of personal data, more specifically: racial or ethnic origin, health status. The processing of such special categories of personal data is performed in compliance with art. 9 of the GDPR.

### 2. Methods of processing

Personal data may be processed as follows:

- Manual processing by means of paper filing systems
- Processing by means of electronic equipment

Any processing is made in compliance with the methods described in articles 6 and 32 of the GDPR and adopting the appropriate security measures envisaged.

Your data will be processed solely by - properly instructed - personnel expressly authorised by the Data controller to process data according to their duties.

### 3. Communication and disclosure of data

Your data will neither be communicated nor disclosed to any third party.

### 4. Transfer of data

Your Personal Data will be handled and stored in Europe, on servers of the Data controller located in Italy. The Data controller will not transfer your Personal Data outside the EEA.

### 5. Period for which data are stored

Please note that, in compliance with the lawfulness, purpose limitation and data minimization principles, pursuant to art. 5 of the GDPR, your Personal Data will be stored:

- For a maximum of 2 years

### 6. Data controller

The Data controller, pursuant to the Law, is CAURUM S.R.L. Frazione San Zeno Strada A 36 52100 Arezzo (AR) VAT number 02381430517 Tel 0575 99494 e-mail [info@caurum.it](mailto:info@caurum.it), represented by its pro-tempore legal representative.

You have the right to obtain from the Data controller the erasure (right to be forgotten), restriction, updating, rectification, portability, objection to the processing of personal data regarding yourself and, in general, exercise all the rights envisaged in articles 15, 16, 17, 18, 19, 20, 21, 22 of the GDPR.

Caurum S.r.l. 

Fraz. San Zeno - Strada A, 36 - 52100 Arezzo | Tel. 0575 99494 - Fax 0575 959190  
[info@caurum.it](mailto:info@caurum.it) - [www.caurum.it](http://www.caurum.it)

VAT No. IT02381430517

Arezzo-Siena Register of Companies and Tax Id. No. IT02381430517

Italian Index of Economic and Admin. data No. AR-206586 - Share Capital € 596.860,00 fully paid-up

The company is subjected to management and coordination by Zaira S.r.l. sole shareholder pursuant to art. 2497 of the Italian Civil Code.

## 7. Rights of the Data subject

Without prejudice to any specific and mandatory legal obligations and where the legal grounds apply, in relation to your Personal Data, all the rights under articles 15, 16, 17, 18, 20 e 21 of the GDPR may apply and more specifically:

- a) right to access personal data, in order to obtain from the Data controller confirmation as to whether or not personal data concerning you are being processed and, where that is the case, request to access the personal data processed by the Data controller and obtain a copy of such data and the other information about processing (art. 15 GDPR);
- b) rectification or completion of the incomplete or inaccurate personal data kept by the Data controller (art. 16 GDPR);
- c) data erasure. There are cases, however, in which the Data controller may refuse to meet a request for erasure, i.e. if the Personal Data are necessary to comply with a legal obligation or for the defence of legal claims (art 17 GDPR);
- d) restriction of processing (art. 18 GDPR);
- e) right to data portability, i.e. the right to receive the data in a structured, commonly used and machine-readable format and have the right to transmit those data to another data controller without hindrance (Art. 20 GDPR);
- f) right to object to processing (art. 21 GDPR).

Furthermore, the data subject will have the right to lodge a complaint with the competent Supervisory Authority pursuant to art. 77 of the GDPR.

For any clarification regarding this disclosure or any privacy issue or if you wish to exercise your rights under this paragraph 9, please send an email to [info@caurum.it](mailto:info@caurum.it)

## 8. Right to lodge a complaint

Regarding any type of data processed by the Controller, the data subject has the right to lodge a complaint with the Data Protection Authority via the website [www.garanteprivacy.it](http://www.garanteprivacy.it), where he/she believes that the processing of his/her data is contrary to the regulatory provisions in force from time to time.

CAURUM S.r.l. will constantly update the disclosures of all data subjects and make them available on the website.

Arezzo, 20 January 2021