Communication on the Processing of Personal Data Pursuant to Regulation (EU) 2016/679 ("GDPR"): Applicants for the establishment of a working relationship

The undersigned Company I.T.M. INTERPRETI TRADUTTORI MEDIATORI communicates that, for the establishment and management of ongoing employment relationship, is the owner of your data classified as personal data pursuant to Regulation 2016/679 and of the national legislation in force. This information explains who we are and for what purposes we may use your data data, how we manage it, to whom it could be communicated, where it could be transferred and what your rights are.

Source of Personal Data

The collection of personal data is carried out by I.T.M. INTERPRETI TRADUTTORI MEDIATORI recording the data:

- collected directly from the interested party, at the time of initial contact or subsequent communications

Data Controller

Your data will be processed, as Data Controller, by I.T.M. INTERPRETI TRADUTTORI MEDIATORI with headquarters in via Veio 52B– 00183 Rome – tel. +39 06 48905215 (hereinafter "ITM").

The undersigned Company has appointed AMPLIA SRL as DPO (Data Protection Officer), VAT number 11490961007 which can be contacted at the following email address: info@ampliasrl.it

The Data Controller of your personal data is responsible towards you for the legitimate and correct use of your data personal data and can be contacted for any information or request.

Purpose of the Processing

We need your data exclusively for the purpose of carrying out recruitment and selection activities personnel and the possible establishment of the employment relationship at ITM.

- for contractual obligations (preparation and execution of the contract) and the related processing in digital and/or paper format;
- to fulfill all legal obligations to which the Owner is subject

It follows that the provision of data is mandatory for the purposes reported. Any partial or total failure consent to the use of data will result in the partial or total impossibility of achieving the aforementioned purposes. The entity and the adequacy of your data provided will be evaluated from time to time in order to determine the consequent decisions and avoid the processing of data in excess of the purposes pursued. The data will be processed by internal resources of the ITM, adequately trained, who operate as personnel authorized to process data.

The data will not be used for purposes other than and in addition to those described in this information, unless informing you in advance and, where necessary, obtaining your consent.

If you had decided to apply and if you had decided to communicate particular data, in some cases such data may be necessary for personnel selection purposes. If your professional figure does not come selected, your data will be deleted 24 months after sending your application.

Treatment methods

The ITM aims to protect the data that are entrusted, binding their processing to the principles of correctness, of lawfulness and transparency. Therefore, your personal data will be processed through the use of suitable tools and procedures guaranteeing maximum security and confidentiality, through digital and/or paper archives, IT and telematic means.

They may also be managed through online software or cloud services, located within the European Union, in compliance with the rights and guarantees provided for by the General Data Protection Regulation (EU) 2016/679 (GDPR).

Storage period

Your personal data will be stored starting from their receipt/update for a period of 24 months to the processing purposes indicated above and in compliance with all legal obligations.

Data communication

For the purposes indicated, your data will not be communicated to any recipient Rights of the

interested party

Pursuant to European Regulation 679/2016 (GDPR) and the national legislation in force, the interested party may, according to the methods and within the limits established by current legislation, exercise the following rights:

- requesting confirmation of the existence of personal data concerning him/her (right of access of the interested party – art.15 of Regulation 679/2016);
- knowing its origin;
- receiveing intelligible communication;
- having information about the logic, methods and purposes of the processing;
- requesting its updating, rectification, integration, cancellation, transformation into anonymous form, the blocking of data processed in violation of the law, including those no longer necessary for the pursuit of the purposes for which they were collected (right of rectification and cancellation – articles 16 and 17 of Regulation 679/2016);
- limiting and/or objecting to the processing of data concerning him/her (art. 18 of the Regulation 679/2016);
- revocation;
- data portability (art. 20 of Regulation 679/2016);
- in cases of processing based on consent, receiveing your data provided to the owner, in a structured form and machine-readable and in a format commonly used by an electronic device;
- lodging a complaint with the Supervisory Authority (right of access of the interested party – art.15 of Regulation 679/2016

ITM will handle the request with the utmost commitment to guarantee the effective exercise of the interested party's rights.

Furthermore, you will have the right to lodge a complaint with the national supervisory authority (Privacy Guarantor).