

CIRCULAR ON PRIVACY

Art.13-14 Regulation EU 27 april 2016 n.679 - "General Data Protection Regulation"

INSO S.p.A., in its quality of Data Controller, with this letter, wishes to inform you (hereinafter called the data subject) that, also pursuant to art. 13 of the EU Regulation no. 679 of 27 April 2016, "General Data Protection Regulation" (hereinafter called the "*Regulation*"), the personal data that you will provide shall be processed as follows:

1. Purpose of the Processing

Your personal data shall be processed to proceed with the verification of the skills necessary to be employed or start cooperating with INSO S.p.A. or its associated or subsidiary Companies. You shall include in your job application your common personal data (personal data, educational qualifications, work experiences, etc.), but you shall not provide – unless you have a legally protected status – neither personal data that could reveal your racial or ethnic origin, political opinions, religious or philosophical beliefs, or your membership in parties, trade unions, associations or organizations of religious, philosophical, political or trade union nature, nor personal data that could reveal your health status and your sex life. Any personal data that could reveal your health status (relevant, in particular, to those subjects with a legally protected status) or other special data (as identified in art. 9 of the *Regulation*) shall be immediately erased in default of a written consent by the data subject to their processing by our Company.

2. Legal Grounds

The legal grounds for the processing of common personal data (personal data, educational qualifications, work experiences, etc.) is the execution of pre-contractual measures adopted upon request of the data subject; in the specific case, the data subject's will to participate in a work selection procedure to obtain a position in INSO S.p.A. The legal grounds for the processing of data that could reveal your health status (relevant, in particular, to those subjects with a legally protected status) or other special data (as identified in art. 9 of the *Regulation*) is the consent provided by the data subject.

3. Storage Time

The personal data processed shall be stored for a time not exceeding 12 months.

4. Personal Data Recipients

The personal data you provided shall be processed by dedicated personnel, duly instructed and operating under the authority and responsibility of the Data Controller.

Personal data may also be processed by third parties that provide instrumental services, such as communication services, email, mail delivery, technical services for the Site management, and IT service providers.

The aforesaid parties shall receive only the data strictly necessary for the execution of the relevant functions. The updated list of all recipients is available at the Data Controller Office and shall be provided upon request by the data subject, by writing at the following email address: privacy@inso.it

5. Rights of the Data Subject

We also wish to inform you that, in regard to said data, you can exercise at any time the rights established in Chapter 3 of the Regulation. In particular, you are entitled to request from the Data Controller access to your data, their rectification or erasure, the integration of incomplete data, the limitation of the processing; you may also ask to receive your data in a structured format, of common use and legible on an automatic tool; to revoke your previous consent to the processing of your data and to oppose, totally or partially, their use. You may also exercise the other rights acknowledged by the applicable regulations. Such rights may be exercised by sending a letter to the addresses hereunder or an email to the following address: privacy@inso.it



Moreover, pursuant to art. 77 of the *Regulation*, you are entitled to lodge a claim with the Data Protection Authority if you believe that the processing does not comply with the aforesaid Regulation.

6. Data Controller

The Data Controller is INSO S.p.A., with registered office in Firenze, Via Pian dei Carpini, 1, ZIP 50127
Email address: segreteria.inso@inso.it