

Privacy notice for job applicants

Col Giovanni Paolo S.p.a., later referred to as “Col GP”, respects the privacy of its job applicants.

This privacy notice summarizes the measures Col GP takes to ensure the privacy of its job applicants, guided by the principles of fairness, lawfulness and transparency.

Col Giovanni Paolo S.p.a., data controller ex art. 26 GDPR, treats its candidates' personal data.

1 – Data controller and Data protection officer

Col Giovanni Paolo S.p.a. is data controller ex art. 26 GDPR.

Contact details for Data protection officer are:

DPO Eng. Mastroeni Salvatore – salvatore.mastroeni@colgp.it

2 – Lawfulness of processing personal data

Treatment of job applicants' personal data is based on the legitimate interest to process personal data for the purposes indicated in next art.

Col G.P. needs to collect job applicants' personal data in order to evaluate their suitability for job, and in some cases is legally forced to collect personal data.

3 – Purposes for processing of personal data and legal basis

Data are treated in order to correctly select the job applicants in the recruiting process, specifically for these purposes:

- Potential establishment of a permanent job or collaboration with Col Group's societies – legal basis: art. 6, co.1, lett. b GDPR
- Preparation of needed documents for the establishment of cited job relationships – legal basis: art. 6, co.1, lett. b GDPR
- Legal requirements respect – legal basis: art. 6, co.1, lett. c GDPR

In order to achieve the above objectives, it could be necessary to treat job applicant's health personal data referred to in article 9, co.1 GDPR, precisely personal data about state of health and belonging to protected categories.

Any treatment above cited is handled respecting disability legislation.

4 – Categories of processed personal data

Col G.P., as related to the above article, could ask these data:

- Personal informations, such as name, contacts, birth date and everything could be necessary and useful to identify the job applicant and verify suitability for use.
- Documents and any other materials provided by applicants, such as Cv, cover letters, certificates.
- Surveys and self-evaluation tests.

5 – Method of processing and data holding time

Treatment is done personally and with smart devices, assuring data security and privacy.

In this regard, techniques assure that data access is authorized only for data processors.

In order to achieve art. 3 purposes, data will be kept for a 2 years period since last entry / update.

6 – Data entry and communication

Data entry and communication are optional, but a rejection by the job applicant could affect the application procedure and the applicant assessment.

7 – Data recipients

Collected and communicated personal data in order to achieve art. 3 purposes could be used by every Col Group society, as Data controllers referred to in art. 26 GDPR.

Personal data protection, when collected and transferred to Extra-EU Group societies, is guaranteed with clauses in accordance to art. 46, co. 2, let. c, GDPR.

Data controllers could use third-party companies providing services open to use for art.1 purposes.

In case, these companies are qualified as Data controllers in accordance to art- 28 GDPR.

Inside every Data controller company organization, applicants' personal data are treated by employees in charge for this purpose and interested to the profile, as well as subject to whom that communication is due in accordance to precise legal obligations.

8 – Data spread

Collected data won't be spread.

9 – Data subject's rights

Job applicants have rights with regards their personal data, including:

- Right of access – applicants are entitled to have information concerning the personal data that is processed as well as a copy of such data.
- Right to rectification – applicants have a right to have inaccuracies related to your personal data corrected.
- Right to erasure – applicants have the right to require the data controller to delete your personal data if the continued processing of that data is not justified.
- Right to withdraw consent (when processing is based on consent) – in order for a consent to be valid, it needs to be withdrawable, and the individual has the right for such withdrawal at any time

- Right to data portability – under certain conditions, applicants may require your personal data to be ported to yourself or to another company in a commonly used machine-readable format.
- Right to restrict processing – applicants have, in some situations, the right to limit the processing of your data to some purposes. This means that we must refrain from using the data during the period for which the right applies. This right may be used e.g. if you contest the lawfulness of the processing or the accuracy of the data, and we are in the process of verifying the accuracy of the data.
- Right to lodge a complaint with the supervisory authority – applicants have the right to lodge a complaint with the competent supervisory authority as described in the local laws and regulations.

In order to request what above indicated, referred to contacts cited at art. 10.

10 - Details contact for applicants' rights

Job applicants can send an e-mail at col@colgp.it or a postal mail to Col Giovanni Paolo s.p.a., Via Antonio Chiribiri, 10028 Trofarello TO.