

**INFORMATION PURSUANT TO REGULATION (EU) 2016/679
(GENERAL DATA PROTECTION REGULATION)**

Data subjects: CANDIDATES – ‘Work with us’ section <https://www.hotelbaiadelre.com>

Pursuant to Art. 13 of Regulation (EU) 2016/679 and in relation to the personal data of which the undersigned Data Controller, **MAREA S.R.L.**, will come into possession with the conferral of your assignment, we hereby inform you of the following:

1. Data Controller

The data controller is **Marea S.r.l.**,

VAT no. **02673370363**

Strada Vignolese 1684, 41126-Modena (MO)

e-mail: andrea.balli@hrf.it.

tel: **059 4792111**

fax: **059 4792190**

2. Data Protection Officer

The data protection officer is **Roberto Brighenti**.

c/o **Marea S.r.l., Strada Vignolese 1684, 41126-Modena (MO)**

e-mail: roberto.brighenti@hrf.it.

tel. **059 4792111**

3. Purpose of data processing

The purposes of the processing are:

- the selection of personnel for the establishment of an employment relationship;
- the protection of company assets (video surveillance);
- compliance with all legal and contractual obligations, including collective ones, connected with the establishment of an employment relationship, in all areas (including, but not limited to: tax, anti-money laundering, privacy, insurance, workplace health and safety, etc.);
- defending a right in court or before legal authorities exercising judicial functions.

4. Legal basis of the processing

The treatment is lawful, as it is:

- necessary for the selection process in which you are involved, as well as the execution of pre-contractual measures that may have been adopted;
- necessary to fulfil all legal and contractual obligations, including collective obligations, connected with the employment relationship in all spheres;
- necessary for the pursuit of the legitimate interests of the data controller, for the defence of a right of the data controller in court or before legal authorities;
- necessary for the protection of company assets (video surveillance).

5. Categories of personal data processed

The categories of personal data that may be subject to processing include, but are not limited to:

- Forename, surname or other identifier;
- Data relating to one's professional profile (including, but not limited to: professional and work experience)
- Education and culture
- Data belonging to special categories under Art. 9 of Regulation (EU) 2016/679 (if provided in the CV).

6. Data processing procedures

The processing shall be carried out, in a manner strictly necessary to fulfil the purposes set out above, by means of some of the operations or set of operations indicated in Art. 4(2) of Regulation (EU) 2016/679: collection, recording, organisation, structuring, storage, consultation, processing, adaptation, modification, selection, extraction, comparison, use, interconnection, blocking, communication, erasure and destruction of data. The operations may be carried out with or without the aid of electronic, telematic or otherwise automated tools.

7. Provision of data

The provision of personal data is necessary for the evaluation of the CV and the possible establishment of an employment relationship. Therefore, refusal to provide them may make it impossible for the company to carry out these activities.

8. Data retention

Personal data will be processed and retained for as long as is necessary to achieve the purposes of professional evaluation, as well as for the period necessary for the pursuit of the legitimate interest of the data controller, for the purpose of defending a right of the data controller in court or before legal authorities and, in any case, until the statute of limitations applicable to the rights has expired.

If the candidacy is unsuccessful, the data will be retained for the time necessary for the evaluation of the curriculum and, in any case, for no longer than 2 years after the acquisition thereof, or deleted at the request of the applicant.

9. Disclosure of data

Personal data may be communicated to, or come to the knowledge of, the following parties, for the above-mentioned purposes, in order to provide, improve, protect and promote their services:

- persons authorised to process data within the company;
- data processors and other processors and authorised persons, including, but not limited to: employment agencies and their appointed staff, agents, persons responsible for occasional maintenance operations, all of whom are adequately informed about the protection of confidentiality.

10. Profiling

Personal data are not subject to any fully automated decision-making process, including profiling.

11. Transfer of data abroad

Your personal data will not be transferred to countries outside the European Union.

12. Rights of the data subject

Pursuant to Articles 15-18 and 20-21 of Regulation (EU) 2016/679, you have the right to obtain confirmation of the existence or non-existence of whether personal data concerning you exists or not, even if it has not yet been registered, and to receive communication of said data in an intelligible form. You have the right to obtain information on: a) the origin of the personal data; b) the purposes and methods of processing; c) the logic applied in the event of processing carried out with the aid of electronic instruments; d) the identification details of the data controller and any data processors; e) the subjects or categories of subjects to whom the personal data may be communicated or who may become aware of it in their capacity as data processors or persons in charge of processing. You also have the right to obtain a) the updating, rectification or, when necessary, integration of the data; b) the deletion, anonymisation or blocking of data processed in breach of the law, including those which it is not necessary to keep in view of the purposes for which they were collected or subsequently processed; c) a declaration that the tasks referred to in letters a) and b) have been brought to the attention, including in terms of their content, of anyone to whom the data was communicated or disseminated, except in the event that such a measure should prove impossible or entail an employment of resources which is patently disproportionate in view of the right being protected. You have the right to object to: a) the processing of all or part of the personal data concerning you, even if relevant for the purposes of the data collection, provided there are legitimate reasons; b) the processing of all or part of the personal data concerning you for the purposes of sending publicity material or for direct sales or the conducting of market research or commercial communication. You have the right to data portability, i.e. to receive personal data concerning you in a structured, commonly used and machine-readable format, and you have the right to transmit those data freely to another data controller. You also have the right to lodge a complaint with a supervisory authority (in Italy, the Garante per la Protezione dei dati personali: www.garanteprivacy.it). You may exercise your rights by submitting a written request to the data controller, at the addresses (registered office, e-mail) indicated in point 1.

13. Data processing officers

You may obtain the list of data processing officers, in relation to limited sectors and operations, which is kept constantly updated, by addressing a request to the data controller, including through the contact details indicated in point 1.

I, the undersigned _____, Tax Code: _____ hereby declare that I have received, read and understood the above information.

Signature _____

_____, dated _____