

# INFORMATION ON THE PROCESSING OF PERSONAL DATA OF CANDIDATES

(pursuant to articles 13 and 14 of the EU Reg. 27 April 2016 n.679 - GDPR)

Dear Candidate,

the company Varvaglione Vigne & Vini s.r.l. (hereinafter "VARVAGLIONE"), as Data Controller, is very attentive to the protection of your personal data and is concerned with guaranteeing your right to informed self-determination, in full respect of your privacy and dignity. This document is intended to indicate the main information relating to how your personal data will be collected, processed and stored.

## DATA PROCESSED

### COMMON PERSONAL DATA

- ✓ Personal data;
- ✓ Contact details;
- ✓ Data relating to the training courses completed (education qualification, training courses, etc.);
- ✓ Data relating to previous professional experiences, knowledge of foreign languages, as well as any further information useful for evaluating your CV.

### PARTICULAR (SENSITIVE) DATA pursuant to Art.9 GDPR

- ✓ Any personal images contained in the CV sent by the candidate;
- ✓ Data useful for revealing the candidate's state of health, incapacity or disability.

### PURPOSE OF THE TREATMENT

Your personal data, which in general are provided by you, will be collected and processed for:

- ✓ Manage the evaluation of your CV;
- ✓ Schedule and manage the selection interview.

### LEGALITY OF THE TREATMENT AND LEGAL BASES

Your data is collected and recorded in a lawful and correct manner for the purposes indicated above, in compliance with the principles and provisions of art. 5 paragraph 1 of the GDPR.

The acquired data will be processed in accordance with Articles 6.1 let.b and 9.2 let.b GDPR to carry out the evaluation of your candidacy, to evaluate your skills and abilities with respect to the needs of the Varvaglione company.

Pursuant to art. 111 bis of Legislative Decree 196/2003 as introduced by Legislative Decree 101/2018 (hereinafter "Privacy Code"), consent to the processing of personal data present in the spontaneously transmitted Curricula is not required.

### CONSERVATION METHODS AND TIMES

The processing of personal data takes place using manual, IT and telematic tools with logic strictly related to the purposes themselves in order to guarantee their security and confidentiality.

Personal data will be processed for the entire duration of the selection activities, and in any case for a period not exceeding 48 months from the sending of the CV.

#### DATA COMMUNICATION TO THIRD PARTIES

Your personal data could be communicated by PROEL to companies and/or external consultants identified from time to time, to whom the Varvaglione company will only transmit the data necessary to carry out the activities requested of them, such as the execution of obligations deriving from the selection or hiring of the staff.

These subjects, such as for example service companies, company doctors, labor consultants, etc., act as external data processors (Article 28 of the GDPR).

All employees, consultants, temporary workers and/or any other "natural person" who process your data on the basis of instructions received from the Varvaglione company, pursuant to art. 29 of the GDPR, act as "Authorised Data Controllers".

The obligation of the Varvaglione company to communicate the data to Public Authorities upon specific request remains unaffected.

#### ROLES AND RESPONSIBILITIES IN THE PRIVACY FIELD

Your personal data is processed by the VARVAGLIONE VIGNE & VINI SRL company, in the person of its pro tempore legal representative, with registered office in Contrada Santa Lucia s.n.c. 74020 Leporano (Taranto), VAT number 01996660732, telephone +39 0995332254, email [privacy@varvaglione.com](mailto:privacy@varvaglione.com), certified email [vigneevini@legalmail.it](mailto:vigneevini@legalmail.it).

#### RIGHTS OF THE INTERESTED PARTY

You can exercise at any time the rights recognized by law, including:

- ✓ to access your personal data by obtaining evidence of the purposes pursued, of the categories of data involved, of the recipients to whom the same may be communicated, of the applicable retention period, of the existence of automated decision-making processes (Article 15 of the GDPR);
- ✓ to obtain without delay the rectification of inaccurate personal data concerning you or of incomplete data (art.16 GDPR);
- ✓ to obtain, in the cases provided for by law, the cancellation of your data (art. 17 GDPR);
- ✓ to obtain the limitation of the treatment only to some personal data, when possible (art. 18 GDPR);
- ✓ to request and receive all your personal data processed in a structured format, in common use and readable by automatic device or request transmission to another Data Controller without impediments (art. 20 GDPR);

- ✓ to object in whole or in part to the processing of data for the purpose of sending advertising material and market research (so-called Consent) (art. 21 GDPR).

Furthermore, pursuant to art. 7, par. 3, GDPR, we inform you that you can exercise your right to withdraw consent at any time, without prejudice to the lawfulness of the processing based on the consent previously given.

Finally, we inform you that you have the right to lodge a complaint with the Supervisory Authority, which in Italy is the Guarantor for the Protection of Personal Data, which can be contacted at [garante@gpdp.it](mailto:garante@gpdp.it) or via the website <http://www.gpdp.it>.

To exercise these rights, make reports or ask for clarifications on the processing of your personal data, you can complete and send the following form: Model for exercising rights regarding the protection of personal data.

The form, duly completed, must be addressed to the company VARVAGLIONE VIGNE & VINI SRL, in the person of its legal representative pro tempore (Data Controller), in Contrada Santa Lucia s.n.c. 74020 Leporano (Taranto), VAT number 01996660732, telephone +39 0995332254, email [privacy@varvaglione.com](mailto:privacy@varvaglione.com)

#### DATA TRANSFER ABROAD

The transfer of your personal data for the management of the application to third parties located in non-EU countries or the European Economic Area is not envisaged.

The document was updated on 05/10/2023 to comply with the relevant regulatory provisions, and in particular in compliance with EU Regulation 2016/679.