







CANDIDATES PRIVACY POLICY PURSUANT TO ART. 13 OF EU REGULATION 2016/679 (GENERAL DATA PROTECTION REGULATION – "GDPR")

	IDENTITY OF THE DATA CONTROLLER	MUNDYS SpA (hereinafter " Mundys " or " Data Controller "), with its registered office at Piazza San Silvestro 8, 00187 Rome		
	DATA CONTROLLER'S CONTACT DATA	<ul style="list-style-type: none"> Email: privacy@mundys.com Address: Piazza San Silvestro 8, 00187 Rome. 		
	PERSONAL DATA COLLECTED	<p>Data collected through CVs and other sources, via various channels (e.g., social network platforms, if shared by the person concerned, recruitment firms, self-certification, electronic communications, access to the application portal set up on the internet, etc.).</p> <ul style="list-style-type: none"> Identification and/or contact data; professional life; private life; special data (such as, for example, regarding legal protected status); images / audio / video presentations shared by the person concerned. 		
	PURPOSE OF PROCESSING		LEGAL BASIS OF PROCESSING	 PERSONAL DATA STORAGE TIMES
1.	Selection of candidates (including for traineeship and internship projects)	Contract implementation / Pre-contractual measures		<p>Twelve (12) months from the date of receipt/collection or conclusion of the selection process.</p> <p>If a working/collaboration relationship is entered into, (10) years from the date of conclusion of the contractual relationship, including in compliance with any legal obligations under civil, tax and regulatory provisions, etc.</p>
2.	Any checks and controls to assess the suitability of the	Legitimate interest		The data required for verification will be immediately deleted once the selection

	application (e.g., anti-corruption).		process is over, if the application is unsuccessful. If a working/collaboration relationship is entered into, (10) years from the date of conclusion of the contractual relationship, including in compliance with any legal obligations under civil, tax and regulatory provisions, etc.
3.	Communications regarding future positions sent.	Consent	Twelve (12) months from the date consent was given or until its withdrawal, whichever is earlier.
4.	Personal data shared with other Group companies.		
	HOW DATA IS PROCESSED AND SECURITY MEASURES	<p>Data may be processed by technological and/or paper methods and through suitable IT tools (e.g. software, hardware, applications, etc.). In this regard, Mundys has controls and procedures in place to ensure the confidentiality of your data, and is constantly committed to adopting, pursuant to art. 32 of the GDPR, specific technological and organisational measures to protect data against the risk of loss, unlawful or incorrect use and unauthorised access.</p> <p>If an application is submitted online, via the portal on the Company's website, the data marked with an asterisk (*) must be provided for the application to be taken into account in the recruitment and selection process. Failure to provide these data prevents this process from taking place and, consequently, the application cannot be taken into consideration.</p>	
	RECIPIENTS AND CATEGORIES OF RECIPIENT OF PERSONAL DATA	<p>In order to pursue the stated purposes of processing, personal data may be transferred to various entities, including:</p> <ul style="list-style-type: none">the Data Controller's employees and collaborators, in their capacity as authorised data processors;third parties contractually bound to the Data Controller, who in certain cases will act as data processors (e.g., IT service providers etc.) or autonomous data controllers (e.g. recruitment firms);judicial authorities and/or public bodies, at their express request and/or under the law, during investigations and checks in their capacity as autonomous data controllers;Other Group companies. <p>A full list of recipients of Data Subjects' Personal Data, including further details on the location of such recipients, is kept at the Data Controller's head office and may be consulted on request.</p>	

	TRANSFER OF PERSONAL DATA	Your personal data will essentially be processed within the European Union. In the event that it is necessary to transfer your data to third parties located outside the European Economic Area (EEA) for specific processing management purposes, such transfer will only take place where the European Commission has confirmed an appropriate level of data protection in the third country or where there are adequate data protection safeguards in place (e.g., EU standard contractual clauses for the transfer of data to third countries).
	DATA SUBJECT RIGHTS	With regard to the Data Controller, Data Subjects may at any time exercise their rights as provided for in Articles 15 <i>et seq.</i> of the GDPR, in relation to the processing of their personal data, such as, for example, right of access, correction, deletion, restriction of and opposition to processing by sending an email request to privacy@mundys.com .
	RIGHT TO LODGE A COMPLAINT WITH THE DATA PROTECTION AUTHORITY	If you believe that your personal data have been processed unlawfully, you have the right to lodge a complaint with the Italian Data Protection Authority (https://www.garanteprivacy.it/).
	PROVISION OF PERSONAL DATA	<ul style="list-style-type: none"> • With regard to purposes 1 and 2, the provision of data is obligatory. Any refusal will make it impossible for the Data Controller to initiate or continue the selection process • With regard to purposes 3 and 4, data processing may only take place after the person concerned has given explicit consent. Such consent is optional and failure to grant it will not prevent the person concerned from continuing the selection process. The person concerned may withdraw consent at any time, without affecting the legitimacy of the processing the Data Controller has carried out until such moment.
	AUTOMATED DECISION-MAKING PROCESS	Personal data collected will not be subject to an automated decision-making process.

DECLARATION THAT YOU HAVE READ THE PRIVACY POLICY

I, the undersigned _____ hereby declare that I have read and understood this **privacy policy issued pursuant to Regulation (EU) 2016/679**.

I hereby further declare that:

I CONSENT ☐ **DO NOT CONSENT**

☐

The sending of communications about future positions at Mundys via contacts shared in my CV or during the interview (see purpose 3).

I CONSENT ☐ **DO NOT CONSENT**

☐

The sharing of my CV and related personal data with other Group companies (see purpose 4).

PLACE and DATE

Candidate's signature