

APPLICANTS POLICY

In compliance with the provisions of the current legislation on the protection of personal data, i.e. the EU Regulation 2016/679 (also known as "GDPR") and, to the extent applicable, the complementary national legislation, we would like to inform you about the processing of your personal data by the Data Controller's organization, which will be based on the principles of fairness, lawfulness and transparency, as well as the protection of your privacy and the protection of your rights. This notice is given for personal data provided by you, i.e. the data subject reading the notice.

a) Who is the Data Controller? How to contact him/her?

The Data Controller is Balsamo S.r.l. with its registered office in Piazza Pieve, 1D - 24060 Casazza - BG, C.F./P.IVA 04274420167, hereinafter the "Data Controller". You can contact The Data Controller at the following postal address or email address:
privacy@balsamo.care.

b) For what purposes is data processed? On what legal basis? And how long is data stored?

Below we tell you the purpose of the processing, the legal basis that legitimizes the processing, and the retention time of your personal data:

<i>Purposes</i>	<i>Legal basis</i>	<i>Retention</i>
Personnel recruitment and selection: recruitment and selection of personnel, employees, partners, and other workers, curriculum management, and any related activities.	Performance of pre-contractual obligations	If the Curricula received are not relevant, they are deleted immediately. If the selected individual is hired, his or her CV should be placed in the personal file and retention of the employee's data follows; if, on the other hand, the CVs are of interest for possible immediate or future employment, they will be kept for a maximum period of 24 months, except for particular hypothesis to be evaluated individually.
Fulfillment of legal obligations: fulfilling specific legal obligations in relation to the recruitment obligations of any vulnerable individuals.	Fulfilling with legal obligation	
Sharing with group companies: selection documentation may be shared with companies of the corporate group to which the Data Controller belongs.	Legitimate interest	

c) What is the legitimate interest that allows processing?

As regards to legitimate interest mentioned above, it is related to the need to share data for administrative, accounting and evaluation purposes, and it does not affect the fundamental freedoms and rights of the data subject.

d) In what cases do we process data of a special nature?

Your personal data belonging to special categories referred to in Article 9 of the GDPR (such as, for example, data related to health or disability), may be processed exclusively for the purpose of selecting and recruiting personnel meeting the specific characteristics indicated by specific legal obligations under the responsibility of the Data Controller in the field of labor law and social protection, according to Article 9, paragraph 2, letter b) of the GDPR. Your consent is not required for this processing.

e) Is it mandatory to provide data? What happens if you don't provide it?

The provision of personal data is not compulsory in nature; however, it is necessary in order to assess its characteristics according to the selection requirements. In the partial or total absence of such conferment, your characteristics cannot be evaluated, and this may prejudice your selection.

f) Who can access your data? To whom do we disclose it?

BALSAMO S.R.L.

DOESNT MATTER WHERE, BUT WHO WITH

Piazza della Pieve 1D- 24060 Casazza (BG) Italia

VAT IT 04274420167

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Tel. and Fax +39 035 095 0781

administration@balsamo.care

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The personal data related to the aforementioned processes, for the purposes mentioned above, may be disclosed or made known:

- to those within the Holder's organization who need it because of their duties or hierarchical position. Such individuals are authorized to data processing under the direct authority of the Controller,
- to those persons to whom the provisions of the law give the right of access, or to whom the transfer of data is necessary for the fulfillments required by laws or regulations,
- to third parties processing data on behalf of the Data Controller, related to the aforementioned processing and purposes, such as administrative, accounting, tax, and information system management services. These people are authorized to process it as Data Processors in accordance with Article 28 of the GDPR,
- group companies.

g) *Is personal data transferred outside the European Union?*

Some of your personal data may be transferred abroad to locations outside the European Union. However, such transfers will be made in compliance with the guarantees prescribed by the GDPR for this type of activity (Articles 45 to 49). In particular, for example, to companies located in countries for which the existence of data protection guarantees comparable to those of the GDPR is recognized (Countries in the White List), or to companies with which specific contractual clauses for the protection of personal data or binding corporate rules approved by the supervisory authority have been signed. For more information, you can contact the Data Controller.

h) *What are your rights as a person concerned?*

The GDPR grants you the following rights in relation to your personal data, which you may exercise within the limits and in accordance with the provisions of the regulations:

- Right of access to your personal data (art. 15),
- Right to rectification (art. 16),
- Right to erasure (right to be forgotten) (art. 17),
- Right to restriction of processing (art. 18),
- Right to data portability (art. 20),
- **Right to object (Art. 21)**; the data subject has the right to object at any time, on grounds relating to his or her particular situation, to the processing of personal data concerning him or her based on legitimate interest, including profiling on the basis thereof. The Data Controller shall refrain from processing unless it demonstrates the existence of compelling legitimate grounds for processing that override the interests, rights and freedoms of the data subject or for the assessment, exercise or defense of a right in legal venue,
- Right to object to a decision based solely on automated processing (Art. 22),
- Right to revoke, at any time, the consent given, without affecting the lawfulness of the processing based on the consent given before revocation.

You may exercise these rights by sending a request through the channel made available by the Data Controller as indicated above (point a). In addition, you have the right to lodge a complaint with the Data Protection Authority (www.garanteprivacy.it) for the protection of your personal data, if you believe that the processing of your data is contrary to the regulations in force (art 77) or to take legal action (art 79).

i) *How is personal data protected?*

Personal data will be processed both by electronic and non-electronic means, using technical and organizational security measures appropriate to the nature of the data to ensure its integrity and confidentiality and protect it against the risks of unlawful intrusion, loss, alteration, or disclosure to third parties not authorized to process it.

j) *Source and data*

The personal data we process have been collected from you or from third parties, including personnel selection companies to which you have provided the data. The processed data are those related to your past work activities and indicated in your curriculum vitae. We kindly ask you not to transmit to us any special categories of data that are not essential for the possible establishment of the employment relationship.

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