

CLIENTS

Information concerning the processing of personal data pursuant to Regulation (EU) 2016/679 (the "Regulation")

Dear Client,

In Job Spa informs you that your personal data will be used in compliance with the Regulation and in accordance with the following notice.

We wish to specify that the provisions on the protection of personal data contained in the Regulation protect only natural persons and **not** legal entities.

As a result, the following notice refers exclusively to your personal data being you the legal representative of a company, which uses the services provided by In Job Spa, and being you the spokesperson, either assigned or delegated by the legal representative of that company.

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1. Controller of the personal data

The controller of the personal data is the company In Job Spa (hereinafter the "Controller" or the "Company") with registered office in Via Germania 1, 37136 Verona (Italy), e-mail: info@injob.com.

2. Content of the processing

The processing may include some of your identifying data (in particular, name and surname, social security number, address, phone and mobile phone numbers, company e-mail address possible Skype or LinkedIn contacts) that the legal representative or other contacts of your company provided us - at the time Controller's services were requested and on the basis of the consequent relationship, also at a later time.

3. Cookies

We inform you that we may collect data concerning your visits to our website (including but not limited to: IP address, browser type, geographical location of website visits), mainly in order to make your future visits easier and to improve your experience when using our website.

For more details on the cookies usage, we invite you to read our cookie policy at the following link <https://www.injob.com/it/en/cookies-explained>.

4. Data Security

Your data will be processed using both IT and manual instruments (paper-based documentation), and will be protected with appropriate security measures to ensure the confidentiality and integrity of the data.

We use stringent security procedures for the storage and the disclosure of the personal data, in order to protect them against accidental loss, destruction or damage.

We may disclose your information to the third parties indicated under paragraph 7 for the purposes indicated in this notice. We require all third parties, in order to protect the personal data, to adopt appropriate technical and organizational security measures to comply with the EU legislation on the protection of personal data.

If you suspect either a possible misuse or the loss, or a non-authorized access to your personal data, we invite you to contact us immediately by sending an e-mail to the Data Protection Officer at the e-mail address indicated under paragraph 11.

5. Purpose and legal basis for the processing

We will process your personal data:

- a) when performing the search and selection, as well as when applying temporary or permanent contracts and pre-contractual measures requested to us (including but not limited to: data storage in our databases, candidates presentation and "recommended profile", processing of staff remuneration data sheet);
- b) to fulfill the administrative, accounting and tax obligations required by current legislation for the management of the contractual relationship.

Pursuant to article 6, subsection 1, lett. b) and c) of the Regulation, your consent is not required to process your data for these purposes.

However, only upon your previous consent, we will process your data for telemarketing purposes, sending newsletters, e-mails or text messages concerning advertising/promotional and information material, events reporting, networking events, organized by the Company, group companies (subsidiaries and/or affiliates) or commercial partners.

We wish to inform you that, pursuant to art. 130, subsection 4, of the Italian Legislative Decree no. 196/2003 (the "Italian Privacy Code"), and without prejudice to your right to oppose, we might use, without need of your consent, your e-mail address to offer you services, which are similar to the subject matter of the contract already in force with our Company.

6. Provision of personal data and consequences of failure to provide such data

It is mandatory to provide your data for the purposes indicated in paragraph 5 lett. a) and b). Failure to provide such data will result in the inability of supplying our services, to enter into a commercial relation and to implement it.

Providing your data for the marketing purposes is optional.

7. Recipients of the personal data

Data could be made accessible or communicated to the following entities, which may be nominated by the Controller, either as processors or as persons in charge of the processing, on the specific case:

- Group companies of the Controller (subsidiaries and/or affiliates), employees and/or collaborators in any capacity of the Controller and/or of the group companies of the Controller;
- Public or private bodies, natural or legal persons that are used by the Controller to perform the activities, which are necessary to achieve the purposes described above, (including but not limited to: suppliers of IT services and application software; e-mail marketing platforms; website managers; etc.) or to whom the Controller is obliged, by the law or by a contract, to disclose the data.

Furthermore, your data may be disclosed to the candidates just before the job interview at the client company premises (we usually disclose: client company address and the name of the contact person that the candidate will meet).

Your personal data will not be subject to dissemination.

8. Data transfer outside the European Union

Your data may be transferred and processed in one or more Countries inside or outside the European Union. A complete list of the Countries, in which our Company operates, is available at this link <https://www.injob.com/it/en/office-locator>.

We specify that we will transfer your data, outside the European Union, only where our Company previously set up contractual instruments that assure an adequate protection to your data in compliance with art. 46 of the Regulation.

9. Period for which the personal data will be stored

The data provided for the purposes indicated in paragraph 5 lett. a) and b) will be stored for the duration of the commercial and contractual relation and for further period of ten years, in order to fulfill legal, administrative, tax and accountant obligations.

Data provided for direct marketing purposes will be stored for 24 (twenty-four) months, without prejudice to the possibility of withdrawing at any time the consent you previously released.

10. Rights of the data subject

We inform you that you can exercise the following rights:

- To obtain confirmation as to whether or not your personal data are being processed;
- If your data are processed, to have access to your personal data and to the information relating the processing as well as to demand a copy of your personal data;
- To obtain rectification of inaccurate data and integration of incomplete personal data;
- To obtain, if one of the conditions set forth in art. 17 of the Regulation applies, the erasure of your personal data;
- To obtain, in the cases provided under art. 18 of the Regulation, the restriction of processing;
- To withdraw, at any time, the consent to process the data for the purposes for which the consent was obtained. (Withdrawing the consent shall not affect the lawfulness of the data processing, which is based on the consent you gave before the withdrawal);
- To receive your personal data in a structured commonly used and machine-readable format and to transmit those data to another controller, where technically feasible;
- Right to oppose the processing of your personal data when this right is based on a legitimate interest (or of third parties interest) and when there are elements relating to a specific personal situation that lead to oppose the treatment. You also have the right to object the processing if your personal information is used for direct marketing purposes;
- To lodge a complaint with the Italian independent supervisory authority, the “Garante per la protezione dei Dati Personali” in case you think that your rights have been breached, according to the methods indicated on the website of the Garante at: https://www.garanteprivacy.it/en/home_en
- If you wish to exercise one of these rights, please contact our Data Protection Officer at the address indicated in paragraph 11.

You will bear no cost to access your personal information (or to exercise any other right). However, if your request to access is clearly unfounded or excessive, we may charge you a reasonable fee. As an alternative, in such circumstances, we might refuse to meet your demand.

We might need to ask you specific information in order to confirm your identity and to grant you the right to access your data (or to exercise any of the other rights). This is another appropriate security measure in order to guarantee that personal information are not disclosed to people who are not entitled to receive them.

11. Data Protection Officer

The Data Protection Officer, designated by the Controller, can be reached via:

- mail at the following address: Via Germania, 1 – 37136 Verona (Italia) to the attention of Responsabile della protezione dei dati (Data Protection officer);
- e-mail at the address: dpo@injob.com.



12. Changes to the privacy policy

Our privacy policy may be amended from time to time and any change will be communicated to the Candidate via e-mail or with a notice on our website.