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LOGISTICS SOLUTIONS

## JOB APPLICANT PRIVACY NOTICE

In accordance with Articles 13 and 15 of Regulation (EU) 2016/679 (hereinafter “GDPR”), we inform you that all the personal data collected by TARROS SpA (hereinafter the “Controller”) shall be processed by our Company in compliance with the above mentioned regulation.

### Main definitions and legal references

#### Personal data

Any information relating to an identified or identifiable natural person («data subject»); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person;

#### Data subject

The natural person to whom personal data relate;

#### Processing

Any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction;

#### Controller

The natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data; where the purposes and means of such processing are determined by Union or Member State law, the controller or the specific criteria for its nomination may be provided for by Union or Member State law;

#### Processor

A natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller;

#### Data Protection Officer

A natural or legal person who informs and advises the controller, monitors compliance with the GDPR, provides advice as regards the data protection impact assessment (DPIA), cooperates with the supervisory authority and acts as the contact point for the supervisory authority;

#### Third party

A natural person who is authorized to process personal data under the direct authority of the controller or processor;

#### Recipient

A natural or legal person, public authority, agency or another body, to which the personal data are disclosed, whether a third party or not. However, public authorities which may receive personal data in the framework of a particular inquiry in accordance with Union or Member State law shall not be regarded as recipients; the processing of those data by those public authorities shall be in compliance with the applicable data protection rules according to the purposes of the processing;

#### Legal references

Legislative Decree 196/2003, as subsequently amended by Legislative Decree 101/2018, and Regulation (EU) 2016/679.

#### **Controller**

TARROS Spa, Via Privata Enel, 19126 La Spezia (SP) Italy  
+39 0187 5371 Certified email: tarros@pec.it.



### **Purposes, legal basis and data retention period**

The personal data disclosed to the controller are necessary for:

- 1) Recruitment;
- 2) Selection of job applications;
- 3) Pre-contractual negotiations;
- 4) Contracts;
- 5) Protection of the company's assets and safety at work;
- 6) Legal protection;
- 7) Legal obligations.

The personal data are processed for the time necessary to fulfil the aforementioned purposes.

The personal data disclosed to the controller shall be used for communication with the applicant. The personal data provided in the CV, whether sent or hand-delivered, and/or disclosed during the interview or when signing an employment contract, shall be processed by the controller for contractual purposes as well. The controller is authorised to store and process the personal data of the applicant for 5 years, only for selection purposes; the applicant, at any time, shall have the right to obtain from the controller the erasure of personal data concerning him or her on written request.

The legal bases for the processing under Article 6 of Regulation (EU) 2016/679 are:

- 1) as regards the processing of personal data either disclosed by the applicant on the website or in their CV sent to Tarros S.p.A.'s registered office or during a selection interview: processing is necessary for the performance of a contract to which the data subject is party or for the implementation of pre-contractual measures at the data subject's request;
- 2) as regards the personal data necessary for compliance with legal obligations: processing is necessary for compliance with a legal obligation to which the controller is subject.

### **Recipients and Processors**

The personal data of the applicant disclosed to the controller are processed by the controller's employees and by third parties to whom recruitment has been outsourced. All the activities which are associated with recruitment and/or are necessary for the performance of an employment contract shall be carried out, whether partially or entirely, by third parties. Personal data may be transmitted to other recipients for compliance with contractual obligations, to protect the company's assets, for safety at work, legal protection and for compliance with legal obligations.

Any third party that in carrying out the activities outsourced by Tarros S.p.A. is authorised to process personal data is appointed as Processor under Article 28 of GDPR.

The list of Processors carrying out or participating in activities associated with recruitment on behalf of TARROS S.p.A. and/or activities necessary for selection or employment contracts is available at the controller's registered office.

### **Processing**

Processing by the controller is performed by automated means and/or manually, without profiling as per Article 22, paragraphs 1 and 4 of GDPR, pursuant to Articles 29 and 32 of GDPR, in compliance with the principles of lawfulness, purpose limitation and personal data minimisation under Article 5 of GDPR. Data are processed at the registered office or at any other place of business of the controller.

### **Special categories of personal data**

The controller in the performance of his or her tasks, may receive personal data which can be defined as "special categories of personal data" revealing "racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation" and personal data relating to criminal convictions and offences. (Pursuant to Articles 9 and 10 of GDPR)

### **Transfer of personal data to third countries**

Personal data may be transferred to other Member States or third countries not belonging to the Union for the above mentioned purposes and the same legal basis.

#### **TARROS S.p.a.**

UFFICI: Via Privata Enel snc - 19126 La Spezia, Italy  
CENTRALINO: Tel. +39 0187 5371  
P.IVA 00910150119 - Iscr. Reg. La Spezia 000000

#### **INDIRIZZI POSTA ELETTRONICA CERTIFICATA:**

TARROS: tarros@pec.it  
UFFICIO CLAIMS: claim.tarros@pec.it  
UFFICIO TRASPORTI: trasporti.tarros@pec.it

**www.tarros.it**  
info@tarros.it



#### **Rights of the data subject**

At any time the data subject pursuant to Articles 15 to 22 of GDPR shall exercise the following rights:

- a) right to obtain access to the personal data from the controller, right to obtain information about the purposes of the processing, the categories of personal data concerned, the recipients or categories of recipients to whom the personal data have been or will be disclosed and, where possible, the period for which the personal data will be stored;
- b) right to request rectification or erasure of personal data and restriction of processing;
- c) right to data portability, right to object to processing of personal data, right to object to automated decision-making, including profiling;
- d) right to withdraw his or her consent at any time without affecting the lawfulness of processing based on consent before its withdrawal;
- e) right to lodge a complaint with a supervisory authority ([garante@gdpr.it](mailto:garante@gdpr.it) or [protocollo@pec.gdpr.it](mailto:protocollo@pec.gdpr.it)).

The data subject shall exercise his or her rights submitting written request to the controller,  
If you have any questions or need more information, please contact us.

Last updated July 2021

TARROS SpA

Signed original copy retained at the registered  
office address