

Riva degli Etruschi

WEBSITE PRIVACY POLICY

Informativa ai sensi dell'art. 13 Reg. UE 2016/679"

This page describes the processing of personal data carried out in relation to the services offered available via the web via:

- > the site <https://www.rivadeglietruschi.it>
- > RIVA APP

The information is provided only for this site and not for other websites that may be consulted by the user via links

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GRUPPO IVA ARRANGER

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Riva degli Etruschi

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Phone: +39 0565/7199 - Fax: 0565/704011 - Mail: inforde@rivadeglietruschi.it

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THE "OWNER" OF THE PROCESSING (who decides why, how and to whom to process the data)

Following consultation of this site, data relating to identified or identifiable persons may be processed.

The data controller is the company that manages RIVA DEGLI ETRUSCHI Arranger Consulting S.r.l. based in Florence, Via Pico della Mirandola 8, VAT number 06141820487, hereinafter also referred to simply as RIVA DEGLI ETRUSCHI

RIGHTS OF DATA SUBJECTS

The data subject has the right:

- > to ask the Owner of the processing to access his/her personal data, to correct or erase them, to limit their processing, or to object to their processing;
- > if the processing occurs by automated means, on the basis of his/her consent, the data subject may receive his/her personal data in a structured format, of common use and legible by an automated device, and/or obtain their direct transmission to another owner of the processing, if this is technically feasible;
- > to revoke his/her consent at any time (without compromising the legality of the processing based on the consent given before the revocation); the consent in question obviously regards that given for processing carried out on the basis of this presupposition;
- > to file a complaint with the controlling authority: Supervisor for the Protection of Personal Data - Piazza di Monte Citorio n. 121 00186 ROMA –
<https://www.garanteprivacy.it/web/guest/home>

Requests should be addressed to the Data Controller by registered letter with return receipt or via the CONTACT form on the website

NAVIGATION DATA - data processed in relation to the visit to the site

The systems and software procedures used to operate a website acquire, during their normal operation, some personal data whose transmission is implicit in the use of Internet communication protocols.

This is information that is not collected to be associated with identified interested parties, but which by their very nature could, through processing and association with data held by third parties, allow users to be identified.

This category of data includes, for example, the IP addresses or domain names of the computers used by users who connect to the site, the URI (Uniform Resource Identifier) addresses of the requested resources, the time of the request, the method used in submitting the request to the server, the size of the file obtained in response, the numerical code indicating the status of the response given by the server (successful, error, etc.) and other parameters relating to the operating system and the IT environment of the user, such as the type and version of the browser, the types and versions of the browser plug-ins, the identification of the mobile device (IDFA or Android ID) and other parameters relating to your operating system and IT environment,

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This data, in the absence of specific consent of processing for further purposes, is used for the sole purpose of obtaining anonymous statistical information on the use of the site and to check its correct functioning.

The data could be used to ascertain responsibility in the event of hypothetical computer crimes against the site and only in this case can specific procedures be activated to identify the author.

The LEGAL BASIS FOR THE PROCESSING of this data is constituted by the legitimate interest of the owners consisting in the protection of data security, proper functioning of the site and improvement of service standards.

METHODS AND PERSONNEL IN CHARGE OF THE PROCESSING

Personal data is processed with automated tools for the time strictly necessary to achieve the purposes for which they were collected. The processing relating to the web services of this site are handled by personnel appointed by the Data Controller as well as by external subjects, appointed as managers (ART. 28 EU REG. 2016/679), who are entrusted with the technical management and maintenance of the site and related IT systems. Specific security measures are observed to prevent data loss, illicit or incorrect use and unauthorized access.

No data deriving from the web service is disclosed.

The personal data provided by users who submit requests to send informational material (newsletters, answers to questions, etc.) are used for the sole purpose of carrying out the service or provision requested and are disclosed to third parties only if this is to this is necessary.

DATA VOLUNTARILY PROVIDED BY THE USER

Apart from what is specified data for navigation, the user is free to provide their personal data requested during navigation to request informative material or other communications. Failure to provide them may make it impossible to obtain what is requested.

When the user visits a part of the Site that requires the collection of personal data, a link to this information document is re-proposed and, if necessary, consent is requested

The optional, explicit, and voluntary sending of e-mails to the addresses indicated on this site entails the subsequent acquisition of the sender's address, necessary to respond to requests, as well as any other personal data included in the message which, unless otherwise duly communicated, will be kept for the time necessary to satisfy requests.

Below is specific information referring to the pages of the site set up for particular services on request or through which it is possible to acquire further personal data.

PROCEDURES RESULTING FROM A REQUEST FOR CONTACT

Personal data provided spontaneously by the interested party through the booking area, or the e-mail addresses made available on the site:

1) Are processed with mainly automated tools to:

- a) Ensure a certain and timely answer and to satisfy the requests of the interested party (legal basis of the processing: legitimate interest and consent of the interested party in the case of "particular" personal data)

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- b) Fulfil obligations deriving from EU laws, rules, and regulations; fulfilment of provisions issued by the Judicial Authority, (legal basis of the processing: coinciding with the purpose)
- c) Feed the system knowledge of the public through statistical analyses, carried out through anonymized and aggregated data, useful for the verification, improvement and therefore design of an increasingly efficient and adequate service adapted to demand, (legal basis of the processing: legitimate interest of the owners coinciding with the purpose)

2) The contact details, postal and e-mail addresses provided may be used to send courtesy communications and/or informative material/offers relating to the proposed products and services provided by the Data Controller, obviously with the consent of the interested party, even via SMS or other communication platforms such as WhatsApp. It is understood that the interested party will still have the right to oppose this treatment at any time (legal basis of the treatment: legitimate interest of the owners consisting in the promotion of their products/ services and the consent of the interested party)

3) They may be handled by commercial staff, IT system maintenance personnel who have the task of guaranteeing the functionality of the systems, data security and backup operations, other personnel in charge within the limits of the assigned tasks and as provided for by company procedures and other subjects that provide services for auxiliary purposes in satisfying the requests of the interested party, also within the limits strictly necessary to carry out their duties.

4) They may be communicated or be made available:

- to subjects who can access the data by virtue of the provision of the law, regulations or community legislation, within the limits set by these rules,
- to other associated companies (subsidiaries - parent companies) always for current "administrative accounting purposes" related to satisfying the requests of the interested party
- to other subjects who provide services for purposes related to the satisfaction of the requests of the interested party, within the limits strictly necessary to carry out their duties - commercial partners, whose collaboration is necessary for the purpose of providing the requested services The Commercial Partners will operate as independent owners of the processing and in compliance with the respective privacy policies, which will be made available by them

5) Personal data will be transferred to subjects located outside the European Economic Area to the country in which the interested party resides or is located only if necessary to satisfy his requests and in compliance with current legislation.

When filling in the forms, the fields whose compilation is mandatory are indicated with an asterisk, in the absence of the requested data it will not be possible to satisfy the requests of the interested party.

If at the time of the request for contact/booking the interested party were to communicate particular categories of data (such as: personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, as well as process genetic data, biometric data intended to uniquely identify a natural person, data relating to the health or sexual life or sexual orientation of the person) specific consent may be required for their processing, in the absence of which it may be impossible to give course to the requests of the interested party.

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"BOOKING ONLINE"

It is the page of the site through which the user can book stays at the structures of the Owner. In order to offer the best service with the highest safety standards, the management of the service has been entirely entrusted to a company specialized in the sector with proven experience and reliability, leader in technology and support for Internet and GDS distribution in the tourism and hospitality sector. The link "CHECK AVAILABILITY" refers to a page on the site <https://be.bookingexpert.it/> of Zucchetti Hospitality Srl (<https://www.bookingexpert.com>), which is fully entrusted with the online booking procedure and who has been appointed Responsible for this purpose to art. 28 of the European Regulation 2016/679, more information can be found via the links in the footer of the booking area. The data entered by the user when making the booking request will be entered by booking expert directly onto the Hotel management software. Once transmitted to the Hotel, the data may be processed by administration staff, receptionists or other staff appointed by the Data Controller to register the reservation, fulfil contractual and natural obligations accounting and tax, to offer the guest attentive and personalized services satisfying his requests.

PROCESSES RESULTING FROM THE SUBMISSION OF THE RESERVATION

The data provided by the interested party or by a third party acting on their behalf will be processed, mainly with IT and/or telematic tools, for the following purposes:

- a) to fulfil obligations deriving from laws, rules, and community regulations, including the obligation relating to the communication of the guests to the Public Security Authorities required by Article 109 of Royal Decree 773 of 18 June 1931 and subsequent amendments, which will be carried out after checking in; (legal basis coinciding with the purpose)
- b) to fulfil contractual, accounting and tax obligations; performance of the services requested by the interested party or by third parties on behalf of the interested party. (Legal basis coinciding with the purpose)
- c) to offer the guest attentive and personalized services throughout the period of their stay within our structure; (legal basis: legitimate interest consisting in the correct organization and planning of activities and in the improvement of the service)
- d) purposes related to public relations, information, and commercial activities. In particular, the contact details and e-mail addresses provided may be used for sending courtesy communications and/or advertising material relating to services similar to those covered by the existing business relationship. It is understood that the guest has the right to oppose the aforementioned processing at any time (legal basis: legitimate interest consisting in processing personal data for direct marketing purposes, always considering the reasonable expectations of the interested party based on his/her relationship with the Data Controller)
- e) to assert or defend a right, also by resorting to agents with representation, both out of court and in administrative or judicial offices (legal basis coinciding with the purpose)

For the same purposes, the data may be processed, always and only within the limits of what is actually necessary to carry out their functions, by the following categories of appointees and/or managers: Company management and management; administration staff, receptionists, resources in charge of the management maintenance of IT systems, and finally Associated Companies or other subjects (companies/professionals), Managers appointed for this purpose, who need to access some data for auxiliary purposes, always within the limits strictly necessary to carry out the tasks delegated to them.

Personal data relating to guests may be disclosed:

- > limited to accounting and tax data to banks, credit institutions, data processing companies and credit card issuers, for activities strictly connected to the execution and administrative management of the contract.
- > to the Public Security Authority or to Public Bodies in compliance with the law
- > to insurance institutions, public entities, and bodies for the purpose of fulfilling legal obligations.
- > to other subjects who need to access some data to carry out auxiliary activities for the purposes indicated above, always within the limits strictly necessary to carry out the tasks delegated to them such as: tax, accounting, welfare, insurance, information systems management, financial services.

Of course, all the communications described above are limited only to the data necessary for the recipient body/office for the performance of its duties and/or for the achievement of the purposes related to the communication itself.

The processing of the data in question may also consist in their communication abroad, both inside and outside the European Union to the country of origin or destination of the guest and limited to strictly the necessary data, in relation to the specific guest

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requests. The transfer will always be carried out in full compliance with the law and can only be carried out in fulfilment of the aforementioned legitimacy conditions

The data will not be disclosed.

SUBSCRIPTION TO THE NEWSLETTER

Personal data provided spontaneously by the interested party by subscribing to the Newsletter:

- > is processed with mainly automated tools for the sole purpose of satisfying the requests of the interested party, who has the right to interrupt the aforementioned process at any time.
- > may be handled by communication and marketing staff, IT system maintenance staff who have the task of guaranteeing the functionality of the systems, data security and backup operations, other employees within the limits of the assignments received and the provisions of company procedures and other subjects providing the services for auxiliary purposes in satisfying the requests of the interested party, within the limits strictly necessary to carry out their duties
- > may be communicated or made available:
 - to subjects who can access the data by virtue of the provision of law, regulation, or community legislation, within the limits set by these rules,
 - to other subjects who provide services for purposes related to the satisfaction of the requests of the interested party, within the limits strictly necessary to carry out their duties.
 - to associated companies (subsidiaries - parent companies) always for current administrative accounting purposes connected to the satisfaction of the requests of the interested party

DATA STORAGE

The data communicated, unless otherwise duly communicated by the interested party, will be kept for the time necessary to satisfy the requests of the interested party and to comply with the law.

If the interested party has a contractual relationship with the Data Controller, the data will be kept, if pertinent to it, for the duration of the contract, after which the conservation will be continued only if required by law and in compliance with the rules on the conservation of administrative documentation.

The contact details for which the sending of commercial communications is permitted will be kept for up to 12 months following the last sending or until otherwise instructed by the interested party

RIVA APP

The Riva APP is in effect an interface that allows the User to:

- > obtain information on Riva Degli Etruschi and the services available to you and consult the program of initiatives and events organized or sponsored by Riva Degli Etruschi at any time:
- > forward booking requests relating to the services made available by Riva degli Etruschi; THE RESERVATION REQUEST WILL GENERATE AN AUDIO CALL TO THE COMPETENT OFFICE OF RIVA DEGLI

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ETRUSCHI TO WHICH THE TELEPHONE NUMBER WILL BE SENT THAT WILL BE USED FOR COMMUNICATIONS RELATING TO YOUR REQUEST

- > check your position within the structure and get directions on the routes to follow to reach the desired destination, (N.B: TO ACTIVATE THIS FUNCTION THE APP MUST ACCESS THE GEOLOCATION FUNCTIONS AND RELATED DATA THAT WILL BE PROCESSED LOCALLY)
- > register to:
 - facilitate the booking of the services and initiatives made available by Riva degli Etruschi
 - use the Free WiFi services offered by Riva Degli Etruschi

The Riva APP does not acquire information from the User's terminal unless the User allows this. To permit the APP to access or send any content (any type of file external to the APP), which occurs only upon a command given by the User, confirmation is requested for the APP to access such content. In this regard, we inform Users such a request is made only the first time that the User activates a service which involves access to contents or functions of the device; should the User wish to modify his/her original choice, he/she may do so through the settings of his/her device.

Registration procedure on the APP RIVA

As mentioned above, in order to use some services accessible through the APP it is necessary to complete a registration procedure during which you will be asked to indicate a valid e-mail address OF WHICH THE USER HAS EXCLUSIVE USE and a telephone number (required to access the booking services).

To protect the User, the system will send the following communication to the e-mail address used to confirm registration:

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**the registration to the RIVA APP services made using your e-mail address was successful.
If you do not know that you have registered, and your address has been improperly used by unauthorized parties
report the fact immediately to inforde@rivadeglietruschi.it**

The registration process involves the acquisition of the UUID (Universally Unique Identifier) of the device used during the procedure. The acquired UUID will then be used to identify the user and allow him access to the services made accessible through the APP, it is therefore necessary that the user himself uses, for his own protection, an apparatus of which has exclusive control and possession, preferably equipped with adequate security measures (such as passwords or other types of credentials for switching on and using)

Processing of personal data necessary for the provision of the FREE WIFI service accessible through the RIVA APP

The communication of the data required for the registration procedure by the user is mandatory in order to use the service.

a) what data is processed

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- > e-mail address used or made available at the time of registration,
- > data relating to the use of the services provided (connection start date / time, connection start date / time, IP address, navigation log) for which the legislation provides for specific precautions.

b) why the data is processed and legal basis of the processing. The processing that will be carried out have the following purposes:

- > fulfilment of contractual, accounting and tax obligations.
- > fulfil obligations deriving from EU laws, rules, and regulations.
- > fulfilment of provisions issued by the Judicial Authority or by any other public body that has the power to do so.
- > possibly protect a legitimate interest, assert, or defend a right,
- > pursue the legitimate interest of the owner consisting in the protection of assets and the proper functioning and technical management of the service,

c) how the data is processed and storage times

In relation to the aforementioned purposes, the processing of personal data will take place mainly with IT and telematic tools, always guaranteeing the most absolute confidentiality, relevance and not excess with respect to the purposes described above, in terms of registration and data retention period.

Any logs will be kept for a maximum of 6 months.

d) by whom they can be processed

The data may be processed by the following categories of appointees and/or managers:

- reception staff, back-office staff,
- resources responsible for the management and maintenance of IT systems who have the task of guaranteeing the functionality of the systems, data security,
- Subjects (Companies / professionals), appointed as Managers following art. 28 EU Reg. 2016/679, which provide related and necessary services for the management of the functionality of the APP and the services requested by the interested parties, within the limits strictly necessary to carry out the tasks entrusted to them by the Data Controller such as: assistance and management of IT systems, always and only within the limits of what is actually necessary to carry out their functions.

e) to whom they can be communicated

Without prejudice to communications made in compliance with legal obligations, the personal data in question may be communicated or made available to:

- > Judicial authorities and public bodies that can access the data by virtue of the provision of law, regulation, or community legislation, within the limits set by these rules.
- > to other subjects (companies / professionals) who need to access some data as they are persons in charge or owners of the services requested by the interested parties.

Of course, all the aforementioned communications are limited only to the data necessary for the recipient body/ office (which will be the independent owner for all subsequent processing) to achieve the legitimate purposes related to the communication itself.

TERMS FOR USE OF THE WIRELESS INTERNET SERVICE PROVIDED BY RIVA DEGLI ETRUSCHI

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The present general conditions relate to legal norms for the use of the wireless Internet service provided/offered by RIVA DEGLI ETRUSCHI (Arranger S.r.L.) at its facilities

This service allows those in possession of a portable PC, smartphone, tablet or hand-held device equipped with a wireless network card (hereinafter 'device') to connect to the Internet

RIVA DEGLI ETRUSCHI reserves the right to modify the range of features offered through this service

Access to the service by Guests is contingent on accepting the norms contained in this document in their entirety.

THE SERVICE IS RESERVED FOR USERS OVER THE AGE OF 18 YEARS OR UNDER THE SUPERVISION OF A PARENT OR ANYONE WITH PARENTAL RESPONSIBILITY

FEATURES OF THE SERVICE

The service is offered free of charge. It is understood that the maximum bandwidth effectively available to Users depends on the number of Users connected and on the effective capacity of the facilities. RIVA DEGLI ETRUSCHI reserves the right to suspend and/or interrupt and/or vary the service at any time and without warning. It cannot be held responsible vis-à-vis Guests or third parties for such suspension or interruption

DURATION OF THE SERVICE AND EFFECTIVENESS OF THE AGREEMENT

The service is aimed at guests of RIVA DEGLI ETRUSCHI:

- > who are over 18 years of age,
- > who have legal capacity to act,
- > that are the owners and sole users of the e-mail address required to complete the registration referred to in the previous paragraph

RIVA DEGLI ETRUSCHI reserves the right to suspend and / or interrupt and / or vary the service at any time and without prior notice and cannot in any case be held liable by both the user and third parties for the suspension or interruption.

RIVA DEGLI ETRUSCHI may integrate and / or modify unilaterally, at any time and without notice, the conditions, and terms of this document.

Any changes and / or additions may be communicated to the user via e-mail. The continuation of the use of the service after the communication implies the acceptance of the new conditions.

The contract is concluded, and therefore it is considered concluded, when the User accepts these Terms and Conditions of Use of the Service by completing the registration procedure in the RIVA APP.

IDENTIFICATION AND MONITORING OF GUESTS AND THE NETWORK

With reference to the functions involved in connecting to the network, Guests acknowledge and accept the existence of an electronic record of the function of the service (Log), which is maintained and safeguarded by the connection service provider according to the terms established by law.

The contents of the Log are maintained in the strictest confidentiality and are only and exclusively shared with competent authorities upon formal request.

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In order to identify with certainty, the origin of the connection, the User acknowledges that RIVA DEGLI ETRUSCHI will locate and identify them when connected, using the UUID (Universally Unique Identifier) of the device used at the time of registration.

The user is informed of the fact that the use of the device used by him at the time of registration by third parties would allow the latter to use the service in the name of the same user.

The Guest is the sole person responsible for saving and storing the CODE assigned to him/her as well as for his/her device and the information that may be required to activate it. As a result, the Guest is the sole person responsible for all uses made regarding his/her device (including damages and harmful consequences to RIVA DEGLI ETRUSCHI and/or third parties).

OBLIGATIONS OF THE GUEST

The Guest/User will ensure that the service will not be used by third parties through his/her device.

The Guest will further ensure that he/she does not use the service for communication that could cause damage to or interference with the network or third parties, or which infringes the law and current norms. For example, the Guest will ensure that he/she will not use the service to put material online which infringes the law, such as copyright laws or other intellectual or industrial property rights.

The Guest will ensure that:

- the service will be used for the institutional and personal purposes for which it was granted and not for commercial ends;
- email will not be used to send advertising and/or promotional messages or communications to other users and/or discussion groups with having first requested and obtained permission, or in other words that such mailings were not explicitly solicited (spam);
- the privacy of personal correspondence and the right to confidentiality will not be violated;
- he/she will not use ad-hoc networks or other instruments in the coverage areas that may negatively influence network performance, in addition to violating the right to privacy of the Users of the service;
- he/she will respect the norms of proper conduct while using the Internet, known as 'Netiquette', whose standards are described in the document 'RFC 1855';
- he/she will respect the rules and operating instructions provided to him/her by RIVA DEGLI ETRUSCHI;
- he/she will not transmit material and/or messages that incite third parties to perform illegal acts which involve criminal or civil liability;
- he/she will not put information online which may present forms or contents of a pornographic, obscene, blasphemous, racist, defamatory, offensive, intolerant or xenophobic nature;
- he/she will not use the Wi-Fi network to carry out any other activity prohibited by State law, international norms or regulations and customs of use of the networks and related services.

RIVA DEGLI ETRUSCHI reserves the right to revoke the service unilaterally and at any time, without needing to justify its actions or provide notification and without the obligation to give compensation, should it determine by its own unappealable decision that a Guest has not respected any of the above obligations.

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RESPONSIBILITY

The Guest/user has is responsible for any violation of the conditions and norms of use of the service and will not hold RIVA DEGLI ETRUSCHI liable, substantially and juridically, or make any claims against the Company or its successor in title, including claims made by third parties of any kind, with regard to the violation of the present conditions and/or infringements of the law or of administrative regulations of provisions.

The user assumes all responsibility and burden regarding the content and forms of communications made through the service and undertakes to hold RIVA DEGLI ETRUSCHI out of any claim or action that may be addressed to them by any person, as a result of such communications. With this taking of responsibility, the user expressly exempts RIVA DEGLI ETRUSCHI from any responsibility and burden of verification and / or control in this regard.

The user will ensure that he/she will not hold RIVA DEGLI ETRUSCHI liable for any costs or fees, including legal fees, that the Company may incur as a result of the use of the service made available to him/her. RIVA DEGLI ETRUSCHI bears no responsibility vis-à-vis the Guest or his/her successor in title or third parties for any direct, indirect, or consequential damages or for losses and costs incurred as a result of interruptions, suspensions, delays or malfunctions in the delivery of the service

APPLICABLE LAW AND COURT OF JURISDICTION

The conditions and norms for use of the service described in the present document are regulated by Italian State law. Current norms will apply for cases that are not expressly described in this document. The Court of Florence will be the exclusive court of jurisdiction for all disputes that may arise in regard to the service, including disputes involving the interpretation, efficacy and execution of the present conditions and norms for use

“WORK WITH US” SECTION

IMPORTANT INFORMATION

The form for spontaneous application can only be filled in by adults.

The compilation of the fields is reserved for the candidate interested in indicating his/her availability. Unless explicitly delegated by the Candidate, the laws in force, particularly in terms of privacy, do not allow third parties to fill in the fields or send CVs in place of the Candidate.

The Candidate may only communicate information of which he is fully available having received the necessary authorizations from the subjects to which they refer.

We invite the candidate to periodically update their data bearing in mind that:

- ARRANGER CONSULTING will NOT be able to take into consideration, for the purposes of the selections, CVs that have not been updated for more than 12 months and that after this deadline, only the name, contact details and generic indication of the position of interest will be used for the purpose of requesting from the interested party a possible update of the data and a confirmation of their availability.

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- in any case, after 24 months from the last update by the candidate, the data may be deleted.

WHAT DATA IS PROCESSED in the selection process

- a) data and information provided by the interested party or by subjects delegated by them or authorized (also by filling in personal data sheets, sending CVs, etc.);
- b) data from public registers, lists, deeds, or documents that can be knowable to anyone or made manifestly public by the interested party.
- c) data relating to pre-contractual information (curriculum vitae, data freely acquired from public sources and / or provided by persons in charge of the selection, etc.)
- d) data originating in the course of any checks and interviews in which the candidate participates and on the occasion of any assessment of the psycho-physical suitability for the job (e.g. subjective assessments of the recruiters and possibly certificates / certificates of eligibility issued in the pre-employment phase by the Competent Doctor).

The aforementioned data may include, only if relevant and necessary in relation to the purposes indicated below, also data relating to criminal convictions and offenses and/or particular categories of data (personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, as well as processing genetic data, biometric data intended to uniquely identify an individual, data relating to the health or sexual life or sexual orientation of the person). The data mentioned in point 1 can be traced back to these categories, for example:

- > membership of political or trade union parties, trade unions, associations, or organizations,
- > the data collected with reference to diseases, including occupational diseases, invalidity, infirmities, psychophysical fitness to perform certain tasks or belonging to protected categories.

WHY THE DATA CAN BE PROCESSED - legal basis of the processing

The data indicated above can be processed, always in relation to the purposes below indicate:

- > as necessary for the execution of pre-contractual measures adopted at the request of the interested party
- > pursuit of a legitimate interest of the data controller consisting in the correctness and effectiveness in the selection and verification processes of the declarations made
- > as they are manifestly made public by the interested party and/or from public registers accessible to anyone.
- > having the interested party given their consent, (in particular in relation to the processing of some particular categories of personal data not already contained in the CVs spontaneously sent by the candidate and for further storage also for future selection purposes)

ORIGIN OF THE DATA

The data referred to in point 1:

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- > come from the interested party him/herself, also through third parties acting on his/her behalf or authorized by him/her (e.g. family members, personnel selection agencies, schools/training bodies, associations, etc.)
- > they are acquired from sources freely accessible to anyone (public registers, lists, deeds, or documents that can be knowable to anyone, etc.)
- > originate in the course of any interviews in which the candidate participates and on the occasion of any assessment of the psycho-physical suitability for the job (e.g., certificates/certificates of suitability issued in the pre-employment phase by the Competent Doctor and subjective assessments of selection)
- > they come, in some cases, from previous employers - persons indicated by the candidate

WHY IS THE DATA PROCESSED? Purpose of the processing

The processing to which the personal data will be subjected has the following purposes:

- evaluation of the candidate for the purposes of his possible employment even if not in an employment relationship, also by associated and / or controlled companies
- conservation for possible future employment, even if not in an employment relationship, also by associated and / or controlled companies
- to verify the completeness of the data reported by the candidate; in this regard it is specified that the completeness of the data necessary for a correct evaluation of the candidate is an essential requirement for participation in the selection.
- to integrate the information provided by the interested party by drawing from public registers, lists, deeds or documents that can be available to anyone, also on the internet, verifying their reliability, credibility and other, all this always with reference to the professional side of the candidate and characteristics/data that affect the methods of carrying out the work activity or that constitute an essential and decisive requirement for the purpose of carrying out the task/assignment for which the Candidate being evaluated.

HOW THE DATA IS PROCESSED and storage times

In relation to the aforementioned purposes, the processing of personal data may take place on paper, with IT and telematic tools and will include all the operations or set of operations necessary for the processing in question, including communications in the areas referred to in this document and any checks on the accuracy of the data also carried out of details indicated on their curriculum vitae by the interested party; all this always guaranteeing the most absolute confidentiality, relevant and with respect to the purposes described above.

With the consent of the interested party, the data may be entered into a database that can also be consulted by companies connected to ARRANGER CONSULTING S.r.l. (subsidiaries, parent companies, investee companies or subject to the same control) always for the purpose of evaluating any hypothesis of collaboration even after the first contact. Even if the candidate is not immediately selected, the above data will be kept, again for selection purposes, for a period not exceeding 24 months following the last contact with the interested party, bearing in mind that after 12 months only the name, contact details and generic indication of the position of interest

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are used in order to ask the interested party for a possible update of the data and a confirmation of their availability.

WHO CAN THEY BE COMMUNICATED TO

Personal data relating to the treatments in processing may be disclosed to:

- Entities / Companies in any way connected to ARRANGER CONSULTING S.rl, (parent companies, subsidiaries, investee companies, see more at <https://humancompany.com>), again for the purpose of selecting personnel for possible work even if not in an employment relationship and for the purposes referred to in point 4 above;
- Companies/consultants in charge of carrying out checks and selection activities on behalf of the Owner.

Of course, the communications described above are limited only to the data needed by recipient body for the performance of his/her duties and/or to achieve the purposes related to the communication itself, always attributable to the aforementioned purposes.

The data will not be disclosed

The data may only be transferred to the countries where the workplace is located for which the interested party has expressed his/her interest, however located within the European Union.

WHEN IT IS COMPULSORY TO COMMUNICATE YOUR DATA

The communication and updating of your data are obviously optional, as is the provision of the consents required.

Failure to provide data could make it impossible to participate in the selection procedures

USER RIGHTS – MORE INFORMATION

Right of access

The interested party has the right to obtain from the data controller confirmation as to whether or not personal data concerning him/herself is being processed and, in this case, to obtain access to personal data and the following information:

- a) the purposes of the processing;
- b) the categories of personal data in question;
- c) the recipients or categories of recipients to whom the personal data have been or will be disclosed, in particular if recipients of third countries or international organizations and, in this case, the existence of adequate guarantees;
- d) when possible, the retention period of the personal data envisaged or, if not possible, the criteria used to determine this period;
- e) the existence of the right of the interested party to ask the data controller to rectify or delete personal data or limit the processing of personal data concerning him/her or to oppose its processing;
- f) the right to lodge a complaint with the supervisory authority;
- g) if the data is not collected from the data subject, all available information on their origin;

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- h) the existence of an automated decision-making process, including profiling, which produces legal effects concerning him/her or which significantly affects his/her person and, at least in such cases, significant information of the logic used, as well as the importance and expected consequences of such processing for the person concerned.

Right of rectification

The interested party has the right to obtain the correction of inaccurate personal data concerning him/her without undue delay from the data controller.

Right of cancellation

The data subject has the right to obtain the cancellation of personal data concerning him/her without undue delay and the data controller is obliged to cancel the personal data without undue delay, if one of the following reasons exists:

- a) the personal data is no longer necessary with respect to the purposes for which it was collected or otherwise processed;
- b) the interested party revokes the consent on which the processing is based and there is no other legal basis for the processing;
- c) the interested party opposes the processing, and there is no legitimate overriding reason to proceed with the processing;
- d) the personal data have been unlawfully processed;
- e) the personal data must be deleted to fulfil a legal obligation under European Union law or the law of the Member State to which the data controller is subject;

Rights to limit the processing

The interested party has the right to obtain the limitation of processing from the data controller when one of the following hypotheses occurs:

- a) the data subject disputes the accuracy of his/her personal data, for the period necessary for the data controller to verify the accuracy of such personal data;
- b) the processing is unlawful and the interested party opposes the cancellation of personal data and requests instead that its use be limited;
- c) although the data controller no longer needs it for processing purposes, the personal data is necessary for the data subject to ascertain, exercise or defend his/her right in court;
- d) the interested party opposed the processing, pending verification of the possible prevalence of the legitimate reasons of the data controller with respect to those of the interested party.

Right to object

The interested party has the right to object at any time to the processing of personal data concerning him/her for direct marketing purposes, including profiling insofar as it is connected to such direct marketing.

Right to data portability

The interested party has the right to receive, in a structured format, commonly used and readable by an automatic device, the personal data concerning him/herself provided to a data controller and has the right to transmit such data to another data controller without impediments from the data controller who provided them if:

- a) the processing is based on consent or on a contract; And
- b) the processing is carried out by automated means.

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In exercising their rights relating to data portability, the interested party has the right to obtain the direct transmission of personal data from one data controller to the other, if technically feasible.

SOME DEFINITIONS

EU Reg. 20168679: REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 27th April 2016 concerning the protection of individuals with regard to the processing of personal data, as well as the free circulation of such data.

Personal data: Any information relating to an identified or identifiable natural person

"Particular" personal data NEED MORE PROTECTION AND PARTICULAR ATTENTION, such as the personal data that reveal racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, as well as genetic data, biometric data intended to uniquely identify a natural person, data relating to the health or sexual life or sexual orientation of the person (Article 9 of EU Reg. 2016/679)

Treatment: any operation or set of operations, carried out by any means or methods and applied to personal data or sets of personal data, (such as the collection, registration, organization, structuring, storage, adaptation or modification, extraction, consultation, use, communication by transmission, dissemination or any other form of provision, comparison or interconnection, limitation, cancellation or destruction)

Interested: The natural person to whom the personal data refers to.

Owner: the natural or legal person, public authority, service or other body who, individually or together with others, determines the purposes and means of the processing of personal data

Data processors (appointed pursuant to Article 28 of EU Reg. 2016/679): the natural or legal person, public authority, service or other body that processes personal data on behalf of the Data Controller

Legal basis of the processing: the regulatory principle on the basis of which the processing of personal data described can be carried out, in many cases coinciding with the declared purpose.

European Economic Area (EEA): EU Member States, Norway, Iceland, Lichtenstein.

In case of any discrepancy between the meanings of any translated versions of this Privacy Policy, the meaning of the Italian language version shall prevail

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