STUDIO TRE Società Benefit S.p.A. a Socio Unico

Via Della Previdenza Sociale 8
G/H – 42124 Reggio Emilia,
Italy
VAT no. 02046360356
Certified email (PEC): traduzionistudiotre@pec.it

Information on personal data processing (Articles 13-14 of Regulation EU No. 2016/679)

Data Subjects: Job candidates for external and in-house positions

STUDIO TRE Società Benefit S.p.A. a Socio Unico, as the Data Controller pursuant to Regulation EU 2016/679 (GDPR) hereby informs you that this policy is intended to protect the data subjects in connection with the processing of their personal data. All data is processed in accordance with the principles of fairness, lawfulness, transparency and protection of your rights and confidentiality.

Your personal data will be processed in accordance with the provisions of the above regulation and with the related confidentiality obligations.

The Data Controller may gain detailed knowledge of special categories of personal data: this may include, for example, special data related to belonging to the protected categories envisaged in Italian Law 68/99 or any specific data contained in email messages. The processing of personal data for these special categories is carried out in accordance with Article 9 of the GDPR.

Purposes and legal basis of the data processing: your data will be processed for the following purposes related to the fulfilment of legal obligations (Article 6(1)(c)):

- requirements related to trade union, fiscal, social insurance and legal obligations.

Your data will also be used for purposes relative to measures connected to contractual or pre-contractual obligations (Article 6(1) (b)):

- selection of personnel to establish a contractual relationship.

Methods of the data processing. Your personal data may be processed as follows:

- outsourcing of processing operations to third
- parties;
- processing of data collected by third parties;
- processing by means of electronic computers;
- manual processing by means of paper archives.

Each processing operation complies with the procedures indicated in Articles 6 and 32 of the GDPR and adequate minimum security measures will be adopted.

Your data will only be processed by personnel expressly authorised by the Data Controller and in particular by the following categories of authorised persons:

- Administration Office; HR
- Office.

Disclosure – Your data may be communicated to external parties where required for the correct management of the contractual relationship, and in particular to the following categories of Recipients, including all the duly appointed Data Processors:

- consultants and freelancers, also in partnerships, for activities such as payroll simulation, payment management, tax, regulatory and social security compliance

Dissemination – Your data will not be disseminated in any way.

Storage period – Please note that in accordance with the principles of lawfulness, purpose limitation and data minimisation pursuant to Article 5 of the GDPR, your data will be stored for a period of:

- Two years from the date on which the CV was sent or received, considering the company object of the Data Controller and the skills required, based on the work activity to be performed.

Data Controller – The Data Controller for all legal purposes is STUDIO TRE Società Benefit S.p.A. a Socio Unico (Via della Previdenza Sociale 8 G/H, 42124 Reggio Emilia (RE), VAT no. 02046360356) represented by LETIZIA PALLADINO.

The Data Protection Officer (DPO) designated by the Data Controller pursuant to Article 37 of the GDPR, whose contact details are available on the company website (https://www.traduzionistudiotre.it/contatti/), may be contacted by email at dpo@empathia.it, or by certified email, at :empathia@legalmail.it. The DPO is:

- Empathia s.r.l. (contact details: at the company's head office).

Regulation EU 2016/679: Articles 15, 16, 17, 18, 19, 20, 21 and 22 – Rights of the Data Subject

1. The Data Subject has the right to obtain confirmation of the existence of personal data concerning them even if not already stored, the communication of such data in an intelligible form, and the right to lodge a complaint with the Data Protection Authority.

2. The Data Subject has the right to be informed of:

a. the origin of the personal data;
b. the purposes and methods of the processing;
c. the logic applied in the case of processing by electronic instruments;
d. the identification details of the data controller, the data processors and the representative designated according to Article 5(2);
e. the entities or categories of entities to whom the personal data may be communicated or who may receive the data in their capacity as designated representatives in the territory of the State, or as data processors or persons in charge of the data processing

3. The Data Subject has the right to obtain:

a. the updating, rectification or, where interested, the integration of the data;
b. the erasure, anonymisation or blocking of data that has been processed unlawfully, including any data that is no longer required for the purposes for which it has been collected or subsequently processed;
c. confirmation that the operations referred to in paragraphs (a) and (b), and their content, were brought to the attention of the persons to whom the data was disclosed or circulated, except in cases where this is impossible or requires the use of resources that are manifestly disproportionate to the protected right;
d. data portability.

4. The Data Subject has the right to object, in whole or in part:

a. on legitimate grounds, to the processing of their personal data even if relevant to the purpose for which they were collected;
b. to the processing of personal data concerning them, where it is carried out for the purpose of sending advertising or direct sale materials or for conducting market surveys or business communications.

To exercise their rights, the data subject may contact the Data Controller or DPO (Data Protection Officer), who can be contacted at the following addresses:
- DATA CONTROLLER – Studio Tre SB S.p.A. a Socio Unico, Via della Previdenza Sociale 8 G/H - 42124 Reggio Emilia (RE), Italy, tel. +39 0522-323434, certified email (PEC): traduzionistudiotre@pec.it
-DPO – email: dpo@empathia.it or certified email (PEC): empathia@legalmail.it.