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parchi gioco
arredo urbano
ambientazioni
in legno

Policy for the processing of data regarding spontaneously sent CVs.

HOLZHOF S.R.L., with registered offices in Via Rupe, 33 – 38017 Mezzolombardo (TN), as the Data Controller, informs you according to Article 13 of EU Regulation 2016/679, that it will process your data for the purposes and with the methods indicated below.

A. Purposes or methods of processing personal data. The scope of communication and dissemination of data.

The processing to be carried out:

a) **Has the following purposes:**

Receive requests for professional insertion, assess the professional profiles of interest that emerge from the curricula vitae received by processing the related data (e.g., name, surname, complete address, telephone numbers, email addresses, etc., possibly also sensitive type, such as belonging to protected categories, indication of diseases/diseases/injuries, religious beliefs, conscientious objection, etc.), manage all the phases related to the selection of candidates (including the verification of qualifications and previous work experience declared with the former employers, make communications with the data subjects, interviews and evaluative interviews with the company managers, etc.), and, in any case, to assess the candidacies, fulfil obligations established by the law, a regulation, or EU legislation as well as for administrative, accounting, and tax purposes. In addition to these purposes, we inform you that the processing of your personal data may also have the purpose of performing statistical processing;

b) **Shall be completed according to the following methods:**

The data will be processed in paper form and/or on electronic or telematic support. Processing does not include any particular arrangements for organising, comparing, or processing personal data. If your CV is in electronic format or on media other than paper, we inform you that the related files will flow into a special database internal to our company.

Common personal data can be transmitted, without prejudice to the communications required by law or regulation (and this also with reference to communications concerning particular personal data - e.g., sensitive - or strictly necessary to fulfil the candidate's requests, may be disclosed for the purposes referred to in previous letter a) to third parties with whom the companies collaborate (e.g., specialised service companies to select or assess the professional profile of the candidate of which the Companies may avail themselves to carry out research and assessments on candidatures and candidates in compliance with the law), to subjects indicated by you in the CV or in the context of the candidacy for the purposes of the checks and assessments of the case, to the managers and persons in charge of the Delegated Companies to manage the selection procedures. Data will not be disseminated.

We inform you that the provision of data is optional. If your CV has been spontaneously submitted and not requested by the Companies, we are not required to acquire any consent.

Data of minors The data of minors may be processed for the fulfilment of school-work programs according to law 107/2015, as well as to fulfil legal and insurance obligations to protect the minor.

We also remind you that the provision of data is optional, but any refusal to provide the data in whole or in part may give rise to the impossibility for us to assess and select applications.

N. iscrizione registro imprese TN e Cod. Fisc. 00458210218
Part. IVA 01762120226 - Cap. Soc. Eur. 1.161.000,00 i.v.

Member of  **IPEMA** MEMBER
INTERNATIONAL PLAY EQUIPMENT MANUFACTURERS ASSOCIATION



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IMPORTANT

We ask you to only add data to your CV or to provide us **only with the data needed to assess your professional profile** and not to indicate - where not strictly necessary in relation to legal constraints - particular (or-sensitive) data, or rather, data suitable to reveal racial and ethnic origin, religious, philosophical or other convictions, political opinions, adherence to parties, trade unions, associations or organisations of a religious, philosophical, political or trade union nature, as well as personal data capable of revealing the state of health and sexual life. Where it is necessary for you to enter particular data - or -sensitive data - (e.g., candidature to job positions reserved by law to specific categories), please express explicit written consent to the processing of such information by entering the authorisation directly in the CV.

In the absence of a specific written statement of consent, any particular data - or sensitive data, will be immediately deleted and will not be taken into account in the assessment of the application.

B. Storage times of the data and other information.

Personal data acquired with the receipt of the curriculum vitae will be included in our "candidates" database and will be processed by our staff for the purposes related to the assessment and selection of applications, or to possibly propose other job offers consistent with the professional profile. The data will be kept for the temporal terms that are specified below according to Article 13, paragraph 2, letter (a) of the Regulation. Regardless of the establishment or otherwise of contractual relationships with the companies, we inform you that your personal data will be stored (in electronic or paper archives) for up to a maximum of **24 months**, and then will be deleted, unless you state otherwise. In any case, without prejudice to the possibility of the applicants to submit a new CV or to request the updates to their CV. In this case, a new processing term will start.

C. Transfer of the personal data to other Countries not belonging to the European Union.

According to Article 13, paragraph 1, letter f) of the Regulation, we inform you that your personal data will not be transferred abroad.

D. Data Controller and processor.

The Data Controller of your data is

HOLZHOF S.R.L. with registered offices in Via Rupe, 33- 38017 Mezzolombardo (TN).

For any other information and/or to know the complete and updated list of the data processor, if appointed, you can write to info@holzhof.com

E. RIGHTS OF THE DATA SUBJECT REGARDING THE PROCESSING OF PERSONAL DATA

According to articles **15, 16, 17, 18, 19, 20, 21,** and **77** of the EU Regulation, we inform the Data Subject that:

- He or she has the right to ask the Company as the Data processor to access his or her personal data, the rectification, cancellation of the same or the limitation of the processing or to oppose to the processing, the transfer of his or her data to another data controller in the cases provided;
- any corrections or cancellations or limitations on the processing carried out at the request of the data subject - unless this proves impossible or involves a disproportionate effort - will be communicated by the Undersigned to each of the Data Processors to whom the personal data has been disseminated;
- has the right to lodge complaints with the Data Protection Authority by following the procedures and instructions published on the Authority's official website at www.garanteprivacy.it.

The exercise of rights is not subject to any form constraint and is free.

The signing of this document for receipt also applies as an explicit declaration that you have received a copy of the same.

Information updated to **07/05/2018**.

Articles 15 and following of the Regulation can be seen at this link:

<http://eur-lex.europa.eu/legal-content/IT/TXT/HTML/?uri=CELEX:32016R0679&from=IT>

The Data Controller

Read, confirmed, and signed

MEZZOLOMBARDO, on 25/05/2018



Declarer signature
(in full and legible)