

PRIVACY NOTICE

Information pursuant to articles 13 and 14 of Regulation (UE) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data (in brief "GDPR")

The Regulation (EU) 2016/679 (hereinafter the "Regulation") and the relevant related Italian law provides rules to assure the protection of individuals in the processing of personal data and the respect of fundamental rights and freedoms of natural persons: in compliance with those provisions, please find below some information about the methods and the purposes UNIMED – Unione delle Università del Mediterraneo, as Data Controller, will use to process personal data.

The following privacy statements concern the processing of personal data belonging to people interested to fill our job's positions, which therefore present their selves as candidate by submitting to UNIMED their *curricula*.

1. Purposes and legal grounds for the processing

UNIMED collects your data (personal data; contact data; data relating to training and professional experience; State of origin; University / Institution of belonging; any sensitive data on health status for people included into work protected categories; other data generally contained in the *curriculum vitae*) when:

- you spontaneously send to us – thus, we receive – your curriculum vitae, by using the special form tool showed on our website at the address <http://www.uni-med.net/invia-cv/> or by e-mail sent to the address unimed@uni-med.net;
- you answer to our job announcement;
- we make a job interview.

Furthermore, in some cases, we may obtain the personal data in question from a company charged with workers' selection, provided that such company has obtained from the candidate the consent to share the data with us.

Finally, we could extract some personal data from public lists and registers, also for the purpose of verifying the declared professional competences and qualifications.

We process personal data for the purposes of selecting personnel to be employed and / or to be applied for work's collaboration, by evaluating potential candidates on the base of the information contained in the *curriculum vitae* as far as work experiences, specific skills and professional qualifications are concerned.

The treatment activities above indicated are carried out:

- a) **to pursue a legitimate interest of the Controller to search and evaluate candidates** (Article 6, paragraph 1, letter b) of the Regulation)

UNIMED will process personal data to pursue its interest to select and hire personnel having skills and work qualifications that fit the company's requirements and the job's position looked for;

- b) **to fulfill legal obligations to which the Controller is subject** (Article 9, paragraph 2, letter b) of the Regulation)

Should the candidates belong to a work's protected category, we will process personal data related to the state of health in order to comply with the relevant legal obligations. Furthermore, limited to the cases expressly provided by law, should it be necessary with reference to the position for which the application is requested, we will process personal data to ascertain subjective requirements and interdictory requirements;

- c) **on the base of the consent provided by the data subject** to the collection, recording, storage and use of its personal data included into the curriculum vitae for the aims pursued by the company, consisting of searching and selecting people to hire among the candidates (Article 6, paragraph 1, letter a of the Regulation). The consent can always be withdrawn later; in any case, the lawfulness of the treatment based on consent before its withdrawal is saved.

2. Modalities of processing and data retention period

Providing personal data is optional; however, the refusal to provide data and / or the lack of consent to their treatment for the given purposes implies the impossibility to consider your presentation as candidate.

The processing of personal data will be performed through IT instruments, both automated and not automated and through the use of analog instruments (paper management), with the support of equipment and with modalities that guarantee the security and confidentiality of the same data, preventing loss of data, illegal or incorrect uses, and unauthorized accesses.

The data will be kept by UNIMED for maximum 2 years after their collection.

Should your data be submitted to UNIMED to answer to a job announcement during a specific searching contest, such data will be kept until the outcome of the evaluation of the application for this specific position, unless you express consent to the storage of personal data in our archives to eventually consider your profile in future, for other job positions.

In the case of further data retention necessary to formalize the employment relationship, should the selection be successful, the data contained in your *curriculum* will be kept for the period necessary to enter into the employment contract and, hereafter, they will be used and stored for the purpose of the management of the employment relationship itself, for its entire duration.

3. Disclosure and dissemination of personal data

Personal data are processed by our employees and co-workers who are responsible for personnel selection. Personal data may also be disclosed to specific third parties, for the performance of services requested by UNIMED to carry out its business: for example, external professionals and consultants, companies in charge of web communication, social media management, data management, digital development and advertising; moreover, Universities, Institutions or other subjects, public or private, (also belonging to foreign States, both inside and outside the European Union) we cooperate with for the realization of our projects, for the purpose of carrying out professional activities for which the candidacy is taken into consideration.

Apart from the cases mentioned above, personal data will not be disclosed to third parties outside the European Union and / or in any way transferred or disseminated.

4. Rights of the data subject concerning the processing of personal data (Articles 15-22 and 77 of the Regulation)

The Regulation grants to the data subjects the exercise of specific rights, including those to obtain from the Controller confirmation of the existence of their personal data and their communication in an intelligible form; to have knowledge of the origin of the data, of the purposes and the modalities on which the treatment is based and of the policy applied to the processing through electronic tools; to obtain, shall legal requirements be satisfied and

according to the procedures established by the Regulation, the cancellation, transformation into anonymous form or blocking of data processed in violation of the law, as well as updating, correction or, being the data subject interested, or the integration of the same; to oppose, for legitimate reasons, to the processing of data, to request the limitation of processing and to exercise, upon the presence of the relevant conditions, the right to the portability of data. You also have the right, if you believe the processing of your data is performed in infringement of the provisions of the Regulation, without prejudice to the right to complain to the competent civil or administrative judicial authorities, to lodge a complaint with the Supervisory Authority for the protection of personal data, within the limits of its jurisdiction.

It is possible to submit requests to exercise the above mentioned rights afforded by the Regulation by sending them to UNIMED – Unione delle Università del Mediterraneo, with registered office in Corso Vittorio Emanuele II, 244 - 00186 ROMA; e-mail: dpo@uni-med.net / telephone: 06 68581430 / 68806186.

To enable us to respond quickly, we kindly ask You – thanking You in advance for Your cooperation – to specify Your first and last name, e-mail address. Certain requests (for example concerning exercise of the right to access) must be accompanied by a photocopy of an identity document with Your signature to verify Your identity; it is also necessary to specify the address at which You wish to receive the answer. The answer will be sent within one month of receipt of the request.

CONSENT TO PERSONAL DATA PROCESSING

Having read the above privacy notice and having understood its content, in particular as concerns the manners and purposes of processing, the type of data that are processed and the rights afforded to data subjects by Regulation EU 2016/679, by signing this form I give my consent to the processing of my personal data by UNIMED according to the purposes and within the limits disclosed; in particular, I authorize the conservation of the *curriculum vitae* submitted to UNIMED and the storage of the data contained therein for the period of 2 years from the sending (except for the possible establishment of a working relationship, by virtue of which the data will be stored for a major period).

Therein, _____

NAME AND SURNAME OF DATA SUBJECT

Signature
