

JOB APPLICANTS' PRIVACY POLICY

Pursuant to and for the purposes of Article 13 of the UE Reg. no. 2016/679 (hereinafter the "GDPR") concerning the protection of the individuals and other subjects regarding the processing of personal data, Qapla' S.r.l. informs you about the modalities and the purposes of the processing of your personal data:

- 1) The Data Controller is **Qaplà S.r.l.** (VAT 06492420481) with registered office in San Casciano in Val di Pesa (FI), 22, XXVII Luglio street, (hereinafter Qaplà and/or Data Controller).
The update list of the Data Processors and of the persons authorized to process is maintained at the headquarters of the Data Controller.
- 2) The processing of your personal data will be carried out in order to assess your application for a possible job position or collaboration with the Data Controller.
- 3) For the purpose of such process the Data Controller, any designated Processor, and the authorized persons may know of particular categories of personal data (Art. 9 GDPR).
- 4) The processing will be carried out with manual and/or automated systems capable of storing, managing, and transmitting the data with logic strictly related to the purposes themselves, on the basis of the data you provided.
There are no automated decision-making processes for individuals.
The processing will take place with and/or without the aid of electronic tools exclusively by the personnel expressly authorized by the Data Controller.
- 5) For purposes attributable to maintenance needs of the company's electronic tools, used for the processing, your data may be processed by any third parties in their capacity as designated external Data Processors. Your data may be communicated following inspections or verifications (if required), to all inspection bodies responsible for checks and controls related to the regularity of legal compliance.
- 6) There are no data transfers to non-EU countries or international organisations.
- 7) The Data Controller ensures the compliance of the processing processes through the adoption of technical and organizational measures suitable to ensure an appropriate level of security to the risk in individual processing, as required by Art. 32 of the Regulation and by the relevant rules and implementing measures. If it appears appropriate to increase the level of security measures applied in relation to the risks in the processing or at the changes in the applicable rules, the Data Controller undertakes to proceed with the adjustments within a reasonable period of time.
- 8) Your personal data will be retained from their provision/update for a maximum period of 24 months for the management of the application (unless otherwise provided by law that provides for longer periods) after which they will be deleted or anonymized.
If an employment relationship is established with you, your personal data will be retained, from their receipt, for the period indicated in the information provided to you prior to the establishment of the foregoing relationship.
- 9) The provision of the data is necessary to pursue the purpose of the collection which is to assess your application.
- 10) You are entitled to exercise the rights set out in Articles 15, 16, 17, 18, 20, 21 of the GDPR, in particular:
 - i. to obtain confirmation of the existence or not of any of your personal data, even if not yet registered, and their communication in intelligible form;

- ii. to obtain an indication of: a) the origin of the personal data; b) the purposes and modalities of processing; c) the logic applied in the case of processing carried out with the aid of electronic tools; d) the identification details of the Data Controller and/or the Processors, the persons or categories of persons to whom the personal data may be communicated, the Processors or persons in charge;
 - iii. to obtain: a) the update, rectification or integration of the data; b) cancellation, transformation into anonymous form or blocking of the data processed in violation of the law, including those for which storage is not necessary in relation to the purposes for which the data were collected or subsequently processed; c) the attestation that the operations referred to in letters a) and b) have been brought to the attention, also with regard to their content, of those to whom the data have been communicated or transmitted, except when this duty cannot be fulfilled or involves resources which are disproportionate as compared to the protected right;
 - iv. to object, in whole or in part: for legitimate reasons to the processing of your personal data, even if pertinent to the purpose of the collection. The Data Controller will inform any third parties to whom the data have been communicated, of the exercise of your right to object.
- 11) At any time the data subject may exercise the rights set out at point 10) sending a specific request to the Data Controller at the e-mail address **privacy@qapla.it** or at the telephone number **+39 0550351512**, or contacting the designated DPO at the e-mail address **dpo@qapla.it**.

For the processing referred to in this policy, it is also recognized the right to file a complaint with the Italian Data Protection Authority (www.garanteprivacy.it).

Updated on February 1, 2023