



**INFORMATION ON THE PROCESSING OF PERSONAL DATA
PURSUANT TO ARTICLE 13 OF THE EUROPEAN REGULATION N. 679/16**

_____ (*name of the organization*) in the person of its legal representative
_____ (*first and last name*), with registered office in
_____ (*address*), as Data Controller of personal data, wishes to inform you
about the following points

1. Applicable principles to personal information processing

Pursuant to Article 5 of the European Regulation no. 16/679 your data will be processed as follows

- Lawfully, correctly and with full transparency;
- With accuracy and, if necessary, always up to date;
- In a relevant way and not exceeding the main purposes of the present paper.

2. SUBJECT DATA OF THE PROCESSING

Data that the company intends to process are:

- Personal data;
- Information about educational background, vocational training, professional situation and history, Specialist knowledge in specific sectors;
- Curriculum, personal history and socio-economic information, migratory path and history;
- Job contracts, references, photos and videos proving the sustained experience.

3. FINALITIES OF THE DATA PROCESSING

- Collected personal data will be processed to certify the skills acquired by migrants outside the host country, in various productive sectors and according to individual paths in progress
- Dissemination and documentation of the project through photos and videos proving the experience

4. LEGAL BASIS

The legal basis for the purposes set out in point 3, letter a, which this data processing is based on, is the conclusion of a contract.

The legal basis for the purposes set out in point 3, letter b, which this data processing is based on, is your specific consent.

5. DATA PROCESSING METHOD

Your data will be processed using manual tools, as well as automated tools, also by their insertion in databases, archives and platforms, suitable for storing and managing data, in the ways and within the limits necessary for the pursuit of the aforementioned purposes. Your data will be exclusively treated by authorized personnel of the company.

Appropriate security measures have been established pursuant to Article 32 of the European Regulation No.16/679, in order to prevent destruction, loss, modification, unauthorized spreading or access, in an accidental or illegal way, of personal data transmitted, stored or anyhow processed.

Your personal data will not be object of automated decisions, in relation to the finalities above indicated.

6. COMUNICATION AND DATA TRANSFER

Your data will also be managed through GDPR compliance cloud storage services. If necessary, your data may be disclosed to law firms, insurance firms or juridical institutions.

7. DATA DISSEMINATION

Personal data (your photos and videos) will be disseminated under your explicit consent.

All subjects processing data on behalf of _____ (*name of the organization*), as external parties in charge of the data treatment are under European Union rules and regulations: in the future it could be necessary to confer these data also outside the European Union, in countries that do not guarantee to personal data an appropriate level of protection pursuant to Privacy Code/European Data Protection Regulation RE. EU 679/2016.

The Company will eventually transfer outward the European Union only prior the adoption of all the caution prescribed by the Privacy Code and by the European Regulation and after obtaining, the consent of the interested parties.

8. PERIOD OF STORAGE OF PERSONAL DATA

Your data will be kept for the time strictly necessary for the pursuit of the above described purposes and, in any case, for a period of no less than 5 years.

In any case, your data may be processed by the Company for legal obligations and for the exercise of rights in courthouse.

Your photos will be treated for the time necessary to pursue the finalities above described, but you can revoke your consent in any time by writing to _____ (*organization's e-mail address*).

9. DATA SUBJECT'S RIGHTS

Since you are the person concerned in the data processing, you can any time practice the rights explicitly recognized to you by the European Regulation, in particular:

- **The right to access to personal data (Article No. 15):** with the purpose to get from the holder of the data treatment the confirmation that a personal data processing is underway or not, that may concern him/her and in such case, to get the access to the personal data and to the following information:
 - Finalities of the data processing;
 - Categories of personal data involved;
 - Addressees or categories of addressees to which personal data collected have been or will be communicated to, particularly if addressees from third countries or international organizations;
 - When possible, the period of storage or, if not possible, criteria used to determine that period;
 - If the right for the data subject to ask for the rectification or the cancellation of the personal data, or the limitation of the treatment of the personal data that concern him/her to the holder of the treatment, or to oppose to their treatment, does exist;
 - The right to introduce a claim to an authority in charge of control;
 - To receive all the information available about the origin of data, if the data is not collected with the data subject;
 - If an automated decisional process does exist, including profiling, pursuant to Article No. 22, paragraphs 1 and 4, and if so relevant information on the adopted logic, as well as the importance and the consequences for the data subject provided from this data processing;
 - If appropriate guarantees pursuant to Article No. 46 concerning the transfer of personal data to foreign countries does exist.

- **The right of rectification (Article No. 16)** and of integration of incorrect or incomplete personal data
- **The right of cancellation (Article. No. 17)** of personal data if:
 - It is no longer necessary to keep personal data with respect to the finalities for which they were collected or otherwise processed or illegally acquired or still, data must be cancelled for carrying out a legal obligation provided by the European Union Law or by the law of a member state which the controller is subject to;
 - Data being collected in relation to the offer of services by the information society pursuant to Article No. 8, paragraph 1;
 - You revoke the consent or if other juridical base doesn't subsist for the treatment;
 - You oppose to the data processing pursuant to Article No. 21, paragraph 1, and no legitimate motivation for data processing proceeding subsist, or you oppose to the data processing pursuant to Article No. 21, paragraph 2.
- **The right of limitation of the personal data processing (Article No. 18)** when one of the following hypotheses applies:
 - You challenge the holder for the exactness of personal data for the necessary processing period in order to verify the exactness of this personal data;
 - The treatment is illegitimate and you oppose to the cancellation of the personal data and ask instead for a limited use of it;
 - Personal data are necessary to the party for checking, the exercising or upholding the right in the judicial center although the holder of the treatment doesn't need the data anymore with respect to the aim they were collected for;
 - You oppose to the personal data processing pursuant to Article no. 21, paragraph 1, waiting for the verification of the prevalence of legitimate motivations of the data subject in relation to his/her interests.
- **The right for the portability of personal data (Article No. 20):** That is, to transmit this data to another controller provided that there is a consensual or contractual basis.
- **The right to oppose (Article No. 21)** any moment, for reasons linked to your particular situation or to the personal data processing you are involved in.
- The right to propose a claim to a controlling authority.
- **The right to revoke the consent**

In case you want to practice the enlisted rights, please send an e-mail to

_____ (organization's e-mail address) or write to
 _____ (organization's address).

10. DATA CONTROLLER

We remind you that the Controller of data processing is _____
(*organization name*), in the person of its legal representative _____ (*first and last name*), _____ (*organization's address*)

Telephone: _____

Fax: _____

For further inquiries please write to: _____ (*e-mail address*)

11. DATA PROTECTION OFFICER (DPO)

Due to the importance of conferring protection to your personal data, a Data Protection Officer (DPO) has been appointed: _____ (*first and last name*).

Contact: _____ (*e-mail address*)

Taken note of the informative

☐ I agree to the personal data processing for the described finalities

☐ I don't agree to the personal data processing for the described finalities

☐ I agree to the dissemination of images and videos through websites and/or social networks

☐ I don't agree to the dissemination of images and video through websites and/or social networks

DATE AND SIGNATURE _____