

## **T7 – T8 Data Processing – Candidate CVs**

### **Personal data Processing Policy pursuant to EU Regulation 2016/679**

This policy, drawn up in accordance with the current Personal Data Protection Regulation, can be used by Leoncini Srl, the Data Controller, to gather spontaneously sent curriculum vitae (CV) or through personnel search postings in websites or portals not directly managed by the company or which have been appointed for this purpose, by the Controller, upon specific mandate.

The Controller shall process CV data received spontaneously by email, by hand or through recruitment companies (postings on portals, etc.), for the following purposes:

#### **T7 (candidate CV collection):**

to evaluate current or future potential applications within the company; convene the candidate for a selection and/or evaluation interview for possible recruitment

#### **T8 (candidate CV evaluation):**

to perform the interview with the convened candidate for the purpose of selection and/or evaluation for possible recruitment following prior authorization for data processing.

Data processing shall be done electronically with the exception of CVs received by hardcopy through the mail or subsequently printed.

CVs held to be “interesting” shall be stored at the company headquarters for a period not in excess of six months and shall be processed in full compliance with security measures. CVs held to be irrelevant and those with storage times greater than the forecast period without any interview proposal taking place in the meantime shall be eliminated, destroyed and disposed of.

CVs shall be stored at the company headquarters and shall not be disclosed to unauthorized third parties nor subject to disclosure.

CVs may be evaluated by company employees or collaborators appointed to perform the relevant processing procedures.

Candidates are asked to comply with the following CV transmission rules:

Fill out your curriculum in the European format, transmit the curriculum in pdf format and avoid inserting, unless specifically requested in a personnel search/offer request, sensitive data (related, in particular, to health or religious, philosophical or political convictions) that are not relevant to the job offer or the position for which the application is made. Give consent to data processing by making exclusive reference to this policy.

The Controller reserves the right to eliminate, destroy and dispose of CVs which do not comply with the above requirements.

The Controller shall collect, immediately prior to any interview with the candidates, the candidate’s consent to processing of personal data, even sensitive, by having him/her sign the second page of this privacy policy, visible only printed and during the interview.

The purpose of data processing connected to CV management shall involve activities strictly related to personnel evaluation, recruitment or selection with the goals of collaboration, temporary or permanent hiring, internships or traineeships.