

Information on the processing of personal data for Applicants

In reference to articles 13 and 14 of the GDPR (General Data Protection Regulation) 2016/679

Basis Plant Services Srl (Single shareholder company) in its capacity as Data Controller, in the person of its Legal Representative, in reference to and for the purposes of EU Regulation no. 2016/679 art. 13 and 14, hereby informs Mr/Mrs. ...(*Applicant*)..., later for the brevity Data Subject, that the personal data relating to him/her (special categories of personal data included) in the possession of the Data Controller are processed **for purposes related to the establishment of a possible employment or contractual relationship and the elaboration of a possible economic proposal.**

The personal identification and curriculum data (possible special categories of personal data included) are obtained from Data Subject or third party within the recruitment process and they are processed and used by the Data Controller to follow up on the Candidate's application; more specifically, to verify that the recruitment requirements are met and/or for the start of a collaboration and also to elaborate a possible economic proposal.

Purpose and legal basis

The personal data processing is exclusively directed to the achievement of the purposes related to the assessment of competences necessary to establish a possible employment or contractual relationship with the Data Controller Company and, when the assessment is positive, to prepare the necessary documentation for the establishment of the employment or contractual relationship, including any economic proposal.

The legal basis of the processing lies in the execution of the activities related to the pre-contractual agreements.

Categories of personal data and methods of processing

The data collected are

- contact and identification data,
- data related to the training or professional path,
- if any, special categories data, as qualified by art. 9 of the GDPR, if they must be known by reason of the establishment of the work relationship, with particular reference to the possible belonging of the Data Subject to protected categories and to the fitness certificates relating to any pre-hiring medical examination.

The processing will be carried out manually or electronically by subjects expressly trained and appointed.

Mandatory or optional nature of the provision of data and consequences of any refusal to provide them

Providing data is optional and up to the Applicant's choice, who decides to send his/her curriculum.

If the Data Subject refuse to provide additional and possible data requested by the Data Controller, it will be impossible to proceed with the verification of the requirements for the employment or contractual relationship.

Data communication

All communications are carried out in compliance with legal and contractual obligations. The collected and processed data may be communicated for the purposes specified above to external parties duly appointed as Data Processors, for activities relating to the selection process.

Sometimes the Data Subject's profile, in anonymous or pseudonymised form, could be shared during the assessment stage with a customer or potential customer or third parties involved by customers in the service supply process.

Place of processing and data retention

The data provided are processed and stored at Data Controller headquarters by Data Processors in charge of information technology technical and software development activities, located in European Union countries.

The provided data will be kept for the time necessary to fulfill the purposes of the processing and, in any case, no later than 2 years (understood as a calendar year) from the transmission to the Data Controller.

Rights of the Data Subjects

The Data Subjects may assert Their rights, as expressed in Articles from 15 to 22 of the GDPR 2016/679, by contacting the Data Controller.

In particular, the Data Subject may: a) have access to personal data; b) request rectification or erasure of personal data or restriction of processing; c) oppose the treatment; d) ask for data portability; e) withdraw consent, where provided (the withdrawal of consent does not affect the lawfulness of the processing based on consent before the withdrawal); f) submit a complaint to the Data Protection Authority; g) request not to be subjected to a decision based solely on automated processing, including profiling.

Data Controller, Authorised Persons and Data Processors

The Data Controller, to whom you can contact to assert the rights referred to in articles indicated above, is **Basis Plant Services Srl** (Single shareholder company), registered office in Florence (50127) - Italy, via Panciatichi n. 40 and administrative office in Prato (59100)- Italy, Via Valentini n. 14.

The aforementioned rights may also be exercised by You by sending communications to the following e-mail address: basisplant.privacy@basisgroup.com

The updated list of the Authorised Persons and Data Processors is kept at the operational headquarters of the Data Controller.

Prato (Italy), 17/08/2023

Data Controller - Basis Plant Services Srl