

INFORMATION NOTICE ON PRIVACY PROTECTION OF PARTICIPANTS IN RECRUITMENT AND SELECTION PROCESSES PROMOTED BY FONDAZIONE BRUNO KESSLER

Pursuant to art. 13 of EU Regulation No. 2016/679 (GDPR), and in general in observance of the principle of transparency provided by the above Regulation, please see below information on the processing of personal data.

1. DATA CONTROLLER

The Data Controller is Fondazione Bruno Kessler, based in Trento, via Santa Croce, 77 - ph. +39.0461.314.621-227 - segr.presidenza@fbk.eu.

For contacts and information specifically related to the protection of personal data, including the exercise of the rights referred to in point 9, please write to: jobs@fbk.eu

2. D.P.O. CONTACT INFORMATION

The Data Controller has appointed a Data Protection Officer (DPO) pursuant to art. 37 of the GDPR. The DPO can be contacted through the following channels: privacy@fbk.eu, tel. +39.0461.314.370.

3. PURPOSES OF DATA PROCESSING

Your personal data is processed within the scope of your application for a position at the Data Controller's organization and is aimed at carrying out the activities involved. In particular, your data will be processed for the following purposes:

- 1) manage the recruitment and selection process and the obligations connected to it;
- 2) fulfill the obligations deriving from regulations;
- 3) ensure the constitutional principles of publicity, transparency and impartiality;
- 4) guarantee the right of access to the documents by the parties concerned involved in the selection process;
- 5) protect rights in court;
- 6) serve institutional purposes;

4. LEGAL BASIS FOR THE PROCESSING OF DATA AND OBLIGATION TO DISCLOSE DATA

All the purposes of data processing are attributable to the management of the recruitment and selection process. Although there is no obligation to provide data during the pre-contract phase, failure to provide data will make it impossible to proceed with the recruitment process. Once the selection process has been completed, providing further data is mandatory for all required legal and contract obligations and, therefore, refusal to supply them, totally or partially, would make it impossible for the Foundation to execute the contract.

The legitimacy of data processing therefore derives from the fact that it is necessary for the implementation of pre-contractual measures in the context of the recruitment and selection process and for fulfilling the related legal obligations.

5. TYPE OF DATA PROCESSED

The following data categories may be processed for the purpose of managing the recruitment and selection process:

- 1) personal data, details, address and other contacts, taxpayer identification number and any further information necessary also in relation to your social security and tax position;
- 2) data indicating your protected class status;
- 3) data indicating political opinions or union and association memberships, union activities or appointments, public functions;
- 4) data indicating religious or philosophical beliefs or membership of organizations of a religious or philosophical nature;
- 5) legal data, in particular circumstances that will be indicated in the event of processing of such data, in order to ensure among other things the respect and prevention of the offenses referred to in Legislative Decree no. 231/2001.
- 6) data showing images, such as the photo on your CV

6. METHOD AND LENGTH OF PROCESSING

Your data will be processed:

- through manual and automated systems;
- by persons authorized to perform these tasks, in accordance with regulations in force;
- with the use of appropriate measures to guarantee the confidentiality of data and to prevent access by unauthorized third parties;
- in contexts that do not compromise the dignity and reputation of the party concerned, ensuring the necessary precautions so that they are protected when used.

Once the recruitment process has been completed, candidate data will be retained for a period of 12 months.

The data of the successful candidate will be kept for a period not exceeding the time necessary to fulfill the obligations or tasks referred to in item 3, or to pursue the specific purposes indicated therein, with gradual deletion of data attributable to specific purposes that are no longer pursued.

7. DISCLOSURE OF DATA TO THIRD PARTIES

Without prejudice to communications made in compliance with legal and contractual obligations, the data collected and processed may be shared, exclusively for the purposes specified in point 3 and for the uses permitted by law, with:

- Companies supplying recruitment and selection management software and services;
- Parties legitimated by a direct, concrete and current interest pursuant to Act No. 241/1990 (for any document access requests)

The disclosure of personal data is not mandatory with the exception of names, specified below, which may be published on the institutional website in order to ensure and respect the constitutional principles of publicity, transparency and impartiality required by the provincial directives:

- the name of the assignee of the open position;
- the names of suitable candidates;
- the names of the three best candidates included in the short-list for tenure track processes only (strategic recruitment).

8. PLACE OF DATA PROCESSING

Your personal data will be processed within the European Union, or with the aid of IT tools that involve processing in

countries for which the EU has made a decision on the adequacy of personal data protection.

9. RIGHTS OF THE DATA SUBJECT

Under Section III of the GDPR, you can exercise the following rights:

- a) access to personal data (you will therefore have the right to receive free information about your personal data, which is in possession of the Data Controller, and to obtain a copy in an accessible format);
- b) rectification of incorrect, inaccurate, or obsolete data (upon request on your part, and where they are not the expression of evaluation);
- c) withdrawal of consent (if your data have been processed with your consent, you can at any time revoke your consent and such revocation will result in the termination of the processing);
- d) deletion of data - right to be forgotten - (for example, in case of revocation of consent, if there is no other legal reasons for processing);
- e) restriction of processing (in certain cases - disputing the accuracy of the data, for the time necessary for verification; disputing the lawfulness of the processing with opposition to the cancellation; need for using the data for your rights of defense, while they are no longer useful for the purposes of processing; in case of refusal to the processing, while the necessary checks are carried out - the data will be stored in such a way as to be restored if needed, but in the meantime, not accessible to the Data Controller if not in relation to the validity of your request for restriction);
- f) refusal to processing for legitimate reasons (under certain circumstances, you may deny consent to the processing of your data, and in any case may deny consent to the processing carried out for direct marketing purposes);
- g) portability of data (at your request, the data will be transmitted to the subject indicated by you in a format that makes it easy to consult and use them);
- h) submitting a complaint to the Supervisory Authority (Data Protection Authority).