

POLICY ON THE PROCESSING OF PERSONAL DATA OF THE RESOURCES OF THE BRUNO KESSLER FOUNDATION

Pursuant to art. 13 of EU Regulation No. 2016/679 (GDPR), and in general in observance of the principle of transparency set forth in the above Regulation, we herewith provide the following information regarding the processing of personal data.

1. DATA CONTROLLER

The Data Controller is **Fondazione Bruno Kessler**, with registered office in Trento, via Santa Croce, 77 - Ph. +39.0461.314.621-227 – segr.presidenza@fbk.eu.

For contact and specific information regarding the protection of personal data, including the exercise of the rights referred to in item 9, please send an e-mail to: datipersonali@fbk.eu.

2. CONTACT INFORMATION FOR THE DATA PROTECTION OFFICER

The Data Controller has designated a Data Protection Officer (DPO) pursuant to art. 37 of the Regulation. The DPO may be reached via the following channels: privacy@fbk.eu, Ph. +39.0461.314.370.

3. PURPOSE OF THE PROCESSING

Your personal data is processed within the scope of your employment relationship with the Data Controller and is aimed at its execution.

In particular, your data shall be processed for the following purposes:

- 1) complete the recruitment and employment procedure, with related mandatory communications;
- 2) allow the performance of work activity;
- 3) manage the individual professional career path;
- 4) process, clear and pay: compensation, salary, fee due and proceed with the related accounting;
- 5) fulfill the obligations deriving from laws, contracts, regulations on social security and assistance, including supplementary and complementary schemes, on health and safety at work, on tax matters, etc.;
- 6) protect rights in court;
- 7) provide for institutional purposes and communications;
- 8) ensure safety in the workplace.

4. LEGAL BASIS FOR DATA PROCESSING AND OBLIGATION OF DATA PROVISION

All the purposes of the data processing are attributable to the establishment and execution of the employment relationship. Although there is no obligation to provide data in the pre-contractual phase, failure to provide it will make it impossible to proceed with the employment procedure and therefore to establish the employment relationship. Once the contract has been stipulated, the provision of further data required by legal and contractual obligations is mandatory and, therefore, any refusal to provide it in whole or in part, besides giving rise to the impossibility for the Foundation to execute the contract, could still constitute a breach of contract with violation of regulatory obligations on your part. Failure to provide data related to the exercise of your rights (for example in relation to your qualification to take advantage of certain permissions) may make it impossible to benefit from these rights.

The legitimacy to the processing of data therefore derives from the fact that it is necessary for the execution of the employment contract of which you are a party (or, in the pre-contractual phase, to pre-contract measures in the selection and recruitment process) and to fulfill the related legal obligations. We would also like to point out that, for

the processing of particular categories of personal data (for example, those in connection with the work relationship, or with health, or union membership) does not prohibit the processing of data when it is necessary to fulfill the specific obligations and exercise the specific rights of the Data Controller or of the party concerned for labor law, and social security and social protection purposes (e.g. information shared with social security and welfare institutions, health surveillance), as long as the fundamental rights and interests of the data subject are ensured.

5. TYPE OF DATA PROCESSED

The following data categories may be processed for employment relationship management purposes:

- 1) Personal data, personal particulars, address and other contact information, Taxpayer Id. number and further required information;
- 2) Data revealing health conditions, collected in reference to certification of illness, accident, maternity, occupational disease, exposure to risk factors, disability benefits, suitability to perform certain tasks, health surveillance in accordance with workplace safety standards.
- 3) Data revealing political opinions or union and association membership, deriving from the use of time-off or leave of absence permitted by laws or contracts, trade union activities or tasks, public functions posts, the handling of withholdings or calculations for the payment of association, union or political membership fees, allocation of sums to parties, associations, foundations, etc.;
- 4) Data revealing religious or philosophical beliefs or membership in organizations of a religious or philosophical nature, such as the use of paid time-off and holidays having this kind, the allocation of sums or shares of income to such organizations, etc.;
- 5) Legal data, in particular cases of whose processing you will be informed, in order to ensure, among other things, compliance with Legislative Decree No. 231/2001 and prevention of the crimes referred to therein;
- 6) Data revealing the person's image and voice, for example personal badge photo, pictures or recordings taken during events, seminars and training sessions.

6. PROCESSING METHOD AND LENGTH

The data shall be processed:

- manually and through automated means;
- by individuals authorized to perform such tasks by the Law;
- by using proper measures to ensure confidentiality and avoid access by non-authorized third parties;
- in contexts that do not compromise the personal dignity and the decorum of the person concerned, ensuring the necessary precautions to guarantee the confidentiality of the use.

Upon termination of the employment contract, your personal data shall be retained for no longer than is necessary for the purposes of fulfilling the obligations or tasks referred to in paragraph 3, and in any case to pursue the specific purposes indicated therein, with gradual cancellation of data related to specific purposes once they are no longer pursued.

7. DATA SHARING

Without prejudice to communications required to fulfill legal and contractual obligations, all data collected and processed may be shared, exclusively for the purposes specified above, with:

- HR payroll software and services providers (including pay slips preparation, management of the "researcher's folder", of the professional career paths, of the rewarding system, of scientific production related data, etc.);
- Legal, labor and fiscal consulting services firms;
- Occupational health physician;
- Welfare and insurance entities;

- Public Administration;
- Financial administration;
- Pension and assistance funds, including private ones;
- Insurance companies;
- Credit institutions;
- Trade unions specifically delegated by you;
- Entrepreneurship organizations of which the Foundation is a member;
- Training entities;
- Event organizers;
- Travel agencies, transport companies, and the like;
- Tourist accommodation establishments and the like;
- Certifying bodies;
- Funding entities;
- Project Coordinators and Partners;
- Project accountants, auditors.

Personal data shall not be disseminated, besides for institutional and communication purposes.

8. PLACE OF DATA PROCESSING

The personal data shall be ordinarily processed within the European Union, or through automated means and IT tools that involve the processing in countries for which the Commission has taken a decision on the adequacy of the protection of personal data.

9. RIGHTS OF THE PERSON CONCERNED

Pursuant to Section III of the GDPR, the person concerned shall be entitled to exercise their right to:

- a) access personal data (will therefore have the right to have free information about the personal data held by the Data Controller, as well as to obtain a copy thereof in an accessible format);
- b) amend data (we shall take care, upon your request, of amending incorrect or inaccurate data, where the data do not express evaluation elements);
- c) withdraw consent (if you have consented to the processing of your data, you may withdraw your consent at any time and after you have revoked your consent, your data shall no longer be processed)
- d) cancel their personal data – right to be forgotten (for example, in case of withdrawal of consent, if there is no other legal basis for data processing);
- e) restrict data processing (in certain cases - dispute the accuracy of the data, within the timeframe necessary for verification; dispute the lawfulness of the processing with refusal to the cancellation; necessity of the party concerned to use their defense rights, while they are no longer useful for the purposes of the processing; in the event that the processing has been denied, while the necessary checks are being carried out - the data will be stored in such a manner that they may be restored if need be, but, in the meantime, cannot be consulted by the Controller if not in relation to the validity of his or her request for restriction).
- f) deny consent to the processing due to legitimate reasons (under certain circumstances, he/she may in any case object to the processing of data, and in any case it may refuse processing for direct marketing purposes);
- g) data portability (upon request of the person concerned, the data shall be transmitted to the indicated subject in such a format that they can be easily consulted and used).
- h) advance a dispute to the Supervisory Authority (Privacy Authority).