

INFORMATION ON THE PROCESSING OF PERSONAL DATA PURSUANT TO ART. 13 OF THE EU REGULATION 2016/679

The Data Controller informs you regarding the processing of personal data necessary for the management of freely submitted resumes by candidates for open job positions.

Data subjects

Job applicants.

Data Controller

DocFlow Italia S.p.A. ubicate in Centro Direzionale Milanofiori, Strada 1 Palazzo F8 – 20057 Assago (MI), VAT IT11325150156, contact mail: marketing@docflow.it

Data Protection Officer

According to Article 37 of the GDPR, the Data Controller has appointed a Data Protection Officer who can be contacted at the email address: dpo@docflow.it

Purpose of data processing

your data will be processed for the following purposes based on the relevant legal bases:

n°	Purposes	Legal Bases
1	Selection of personnel for establishing an employment relationship	The processing is necessary for the performance of a contract to which the data subject is party. Art. 6 par. 1 comma b)

Your personal data will not be subject to any automated decision-making (profiling) process.

Categories of personal data processed

- Common identifying and contact data;
- Data contained in resumes voluntarily sent to the Data Controller;

Method of processing

The personal data collected will be processed with:

- corporate IT systems and paper archives, in compliance with the Security Measures provided for by art. 32 of the GDPR;
- resumes sent through the appropriate section of the company website will be received by a dedicated email address;
- personal data will be processed by appointed persons in charge of processing appointed as pursuant to art. 29 of the GDPR.

Data recipients

Personal data will not be communicated to other parties.

Personal data disclosure

Your personal data will not be disclosed.

Transfers of personal data to third countries

The personal data collected will be processed within European Union.

Data retention

Your personal data will be kept according to the following:

Purpose	Data retention
Storage of documentation related to candidates	Your data will be kept for 5 year.

Rights of the data subjects

Pursuant to Article 15 et seq. of the GDPR, Data Subjects (the natural persons to whom the personal data refer) may, at any time, exercise their rights such as the right to access their personal data, to correct it, cancel it, restrict its use, transfer it or to object to its processing and withdraw the consent to use it.

For further information relating to the data subjects' rights, see the website www.garanteprivacy.it

Pursuant to art. 77 of the GDPR, the data subject can submit a notify or a complaint by contacting the Italian Data Protection Authority located in Piazza Venezia, 11 - 00186 Rome mail: urp@gpdp.it