

**IP Law Galli S.r.l. Società tra Avvocati**

Template of information and gathering of consent "info\_curriculum"  
Version updated February 12<sup>th</sup>, 2023

**Information and gathering of consent pursuant to articles 13 and 14 of the General Data Protection Regulation (UE Reg. No. 2016/679)**

Dear Candidate,

we wish to inform you pursuant to Articles 13 and 14 of EU Reg. no. 2016/679 (General Data Protection Regulation, "GDPR") and pursuant to Legislative Decree no. 196/2003 (Code for the Protection of Personal Data, "CPDP") as in force, about the protection of individuals with regard to the processing of personal data, that your personal data, as provided by you and/or derived from other lawful sources and typical of the search and selection of personnel, will be processed as set forth in this notice, in compliance with the above-mentioned regulations and the confidentiality obligations to which the undersigned IP Law Galli S.r.l. Società tra Avvocati is bound.

**Data Controller**

Data Controller is the company IP Law Galli S.r.l. Società tra Avvocati, whose contact details with the data subject are given:

- headquarters: via Alfonso Lamarmora n° 40 – I-20122 MILANO;
- phone: +39.02.54123094;
- fax: +39.02.54124344;
- e-mail: [privacy@iplawgalli.it](mailto:privacy@iplawgalli.it).

**Purposes of processing**

Processing of your personal data has the following purposes:

recruitment and selection of staff (for itself).

**Legal grounds and lawfulness conditions of processing**

Processing of your personal data is based on the following legal grounds and lawfulness conditions:

- processing is necessary for the execution of pre-contractual measures taken under data subject's request (Art. 6(1)(b) GDPR);
  - when given, data subject's consent (Art. 6(1)(a) GDPR);
- moreover, for personal data of special categories:
- necessarily, data subject's consent (art. 9(2)(a) GDPR).

**Ordinary personal data**

In pursuit of the stated purpose, will be processed ordinary personal data of yours, such as:

biographical, identification and contact data; data about education, qualifications and professional experience.

### **Personal data of special categories**

Privacy and data protection regulations reserve special protection for personal data of special categories (under Article 9 GDPR), i.e. *“data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, [...] genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation”*. In pursuit of the stated purpose, data of such categories, such as typically the possible membership in protected categories, may be processed.

### **Personal data relating to criminal convictions and offences**

In pursuit of the stated purpose, the processing of personal data relating to criminal convictions and offenses (pursuant to Article 10 RGD) is not typically envisaged.

### **Source from which the personal data originate**

Your personal data, which are processed in pursuit of the stated purpose, may come from a variety of sources, such as:

primarily yourself; your previous employers and/or commissioning employers, for the purpose of reference checking; the Data Controller, as the recruiter.

### **Means of processing and categories of recipients**

Your personal data, in pursuit of the stated purpose, will be processed, also through duly designated and authorized personnel (typically employees) or data processors (typically internal or external contributors), also by electronic and computerized means, and may be provided to recipients of the following categories:

- PRIMARILY: yourself; your previous employers and/or commissioning employers, for the purpose of reference verification;
- ANCILLARILLY: e-mail providers, insofar as communications occur via e-mail.

### **Transfers of personal data to third countries or international organisations**

Your personal data, in pursuit of the stated purpose, will not be transferred to foreign countries outside the European Union or to international organizations.

### **Period of storage**

The storage period of your personal data, in pursuit of the stated purpose, will observe the following criteria:

in case of non-establishment of an employment relationship, the data will not be stored beyond

one year from their acquisition or beyond the selection interviews, if performed after that time.

### **Existence of automated decision-making process**

Your personal data, in pursuit of the stated purpose, will not be subject to any automated decision-making, including profiling, as referred to in Article 22(1)(4) GDPR.

### **Rights of the data subject (your rights)**

Pursuant to Articles 13 and 14 GDPR, we remind you that you have the rights set forth in Articles 15 to 22 and 77 GDPR, and namely:

- right to access your personal data and to have information about the processing of them, as well as to obtain copies of your personal data being processed;
- right to obtain a rectification and an integration of your personal data;
- right to obtain the erasure of your personal data;
- right to obtain the restriction ("suspension") of the processing of your personal data;
- right to receive your personal data in a structured, commonly used, machine-readable format;
- **the right to object, on grounds relating to your particular situation, at any time to processing of your personal data;**
- right not to be subject to a decision based solely on automated processing;
- right to lodge a complaint with a supervisory authority.

In order to exercise the above mentioned rights, you may contact the Data Controller with communication to the contact details indicated at the top of this notice, which for your convenience are also provided here:

- headquarters: via Alfonso Lamarmora n° 40 – I-20122 MILANO;
- phone: +39.02.54123094;
- fax: +39.02.54124344;
- e-mail: [privacy@iplawgalli.it](mailto:privacy@iplawgalli.it).

Complaints to a supervisory authority can be lodged with the Data Protection Authority ([www.garanteprivacy.it](http://www.garanteprivacy.it)).

We also remind you that the above mentioned rights are subject to specific limitations.

Whenever you have given your consent to the processing of your personal data, you may withdraw it at any time, without, however, affecting the lawfulness of the processing carried out before the withdrawal. The mere withdrawal of consent, however, does not necessarily interrupt data processing whenever it is based (also) on other suitable legal grounds and, in the case of data belonging to special categories, meets additional lawfulness conditions other than consent. Please note also that, with regard to CVs spontaneously submitted by data subjects for the purpose of establishing an employment or professional relationship, Article 111-bis CPDP states that *consent to the processing of personal data in the CVs is not required*.

Since processing of your personal data is necessary in order to take steps at your request prior to entering into a contract, your refusal to provide the data, whenever they are to be obtained from you, means that it is technically impossible for the Data Controller to select you as a candidate.