







**INFORMATION ON PROCESSING CANDIDATES' PERSONAL DATA
PURSUANT TO EU REGULATION 2016/679 ("GDPR")**

	DATA CONTROLLER	A.R.C. S.r.l. Via Arzari, 6 - 35011 Campodarsego, (PD) Telephone: +39 049 5565982 E-mail: info@arc-gas.it ("Company" or "Data Controller")
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	PERSONAL DATA PROCESSED By way of example, but not limited to, name, surname, place and date of birth, residency, e-mail address and telephone numbers, qualifications, work experience and any other data included in your curriculum vitae and/or in the questionnaire you will be given during the job interview.
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	SPECIFIC CATEGORIES OF PERSONAL DATA PROCESSED Data that may reveal, for example, your health conditions (such as belonging to protected categories) which may be included in your curriculum or in any additional documentation sent to the Company.
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	PURPOSES OF PROCESSING		LEGAL BASIS OF PROCESSING		DATA STORAGE PERIOD
	Purposes connected to or instrumental in carrying out the process of searching for and selecting candidates by registering the user in the "work with us" section.		Completion of precontractual measures adopted upon your request.		Data will be stored for the entire duration of the selection process and, when it has terminated, erased, except for any further storage authorised by you (see below)
	To verify, including via specialised companies, that the data provided are true by using public information (so including professional social network profiles, databases, web records or multimedia archives that are publicly accessible). In compliance with the indications of the Art. 29 Working Party in the « <i>Opinion on data processing at work</i> », processing is limited to information connected to professional attitude to work and necessary for the sole purposes of assessing the specific risks linked to the type of activity candidates will perform. Processing will be carried out in the least obtrusive way possible, while adopting every necessary measure to guarantee the correct balance between the legitimate interest of the employer in carrying out		Legitimate interest		Data will be stored for the entire duration of the selection process and, when it has terminated, erased.

A.R.C. S.r.l.

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Cap. Soc. i.v. Euro 45.000 - Cod. Fisc. / P. IVA IT 01007900283 - Reg. Imp. di Padova N. 01007900283

Società soggetta a direzione e coordinamento da parte di

SABAF S.p.A. con sede in Ospitaletto (BS) - Via dei Carpini, 1 - C.F. 03244470179

www.arc-gas.it - www.sabafgroup.com

checks and the fundamental rights and freedom of the candidate.		
Data will be stored for 3 years for any future selection processes if your application is unsuccessful for the selection for which you have applied. You may give your authorisation for this storage at the foot of this information sheet. If you should decide to not use this service and therefore do not authorise storage and processing of your data for future selections, this will not preclude your profile being considered for the selection process already underway but will only prevent your application being taken into consideration in any future selection processes.	Consent	3 years from termination of the selection process
To fulfil the obligations and exercise the rights of the company or the data subject required by the applicable legislation on workers' rights and social security and social protection, or by collective labour agreements, as well as provisions issued by legitimate authorities and by supervisory and control bodies.	Requirement to fulfil the legal obligations the company is subject to, in compliance with the provisions of art. 9.2, lett. b) regarding "sensitive" data.	Data will be stored for the entire duration of the selection process and, when it has terminated, erased, except for any further storage authorised by you (see above)
If necessary, to ascertain, carry out and/or defend the Company's rights in a judicial proceeding.	Legitimate interest	The data will be processed throughout the potential litigation, until the appeal deadlines will be expired.
Once the abovementioned storage terms expire, data will be destroyed or rendered anonymous, in accordance with the technical procedures for erasure and backup.		



COMPULSORY NATURE OF DATA PROVISION

The provision of data highlighted with an asterisk (*) on the data collection form is necessary for the process of searching for and recruiting personnel. Refusal to provide your data makes it impossible to complete this process and will not allow your application to be taken into consideration.



CATEGORIES OF DATA RECIPIENTS

Data may be communicated to subjects who operate as independent data controllers or processed, on behalf of the company, by subjects appointed as processors, who are given adequate operating instructions. These subjects are essentially included in the following categories:

- companies that the data controller uses for the purposes of selection, recruitment and assessment of candidates;
- job centres.



SUBJECTS AUTHORISED TO PROCESS DATA

Data may be processed by employees of the company's departments who are appointed to pursue the abovementioned purposes, and have been expressly authorised to process them, having received adequate operating instructions.

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RIGHTS OF THE DATA SUBJECT – COMPLAINTS TO THE SUPERVISORY AUTHORITY

By contacting the Data Controller via e-mail at dataprotection@arc-gas.it data subjects may ask the controller to grant access to the data that concern them, the cancelation, the rectification of inaccurate data, the integration of incomplete data, the limitation of processing in the cases provided for in art. 18 GDPR, including opposition to processing in the event of legitimate interest of the controller.

Furthermore, in the case of processing based on consent or on a contract, and performed with automated means, data subjects have the right to receive the data in a structured, commonly used format that is legible on automatic devices, as well as, if technically feasible, have them communicated to other data controllers without impediment.

Data subjects have the right to withdraw the consent given at any time, as well as oppose processing carried out to pursue the legitimate interest of the data controller.

Data subjects have the right to make a complaint to the Supervisory Authority concerned.

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