

## INFORMATION DOCUMENT

pursuant to article 13 of Regulation (UE) 2016/679 of the European Parliament and Council dated 27 April 2016

Pursuant to article 13 of the General Data Protection Regulation - Regulation (UE) 2016/679 of the European Parliament and Council dated 27 April 2016 relating to the protection of natural persons with regard to the processing of personal data and the free movement of such data (hereafter "**GDPR**"), and our attention in furnishing you information related to the processing of personal data supplied by you for aims of the relationship with B.T.V. S.p.A.

<b>Data Controller</b>
The Data Controller is B.T.V. S.p.A. with registered offices at Vicenza (VI), Via Luca della Robbia No. 25, tax code and registration number with the Companies' Register of Vicenza: 03277970244 (hereafter " <b>data controller</b> " or " <b>Company</b> ") being part of the "Battistolli Group".
<b>Data Protection Officer (hereafter "RPD" or "DPO")</b>
The contact data for the DPO is available on the Data Controller's web site or from the registered offices. In order to exercise your rights, and for all communications, problems and/or requests for clarifications regarding the protection of your personal data, you are free to contact the DPO.

### **Obligatory purposes for which it is not necessary to gain your consent**

<b>Purposes</b>	<b>Legal basis for processing</b>
Management of the candidature sent voluntarily for hiring and work opportunities. Managing the filing and preservation of data, the sending of information and communications, even electronic, requested by you through the company web site, the sending of documents regarding the relationship with the Company.	(Article 6, para 1, sub-para b, GDPR) Fulfilment of a contract and/or pre-contractual measures adopted by request of the interested party (Article 6, para 1, sub-para f, GDPR) Processing necessary for pursuance of the legitimate interests of the data controller connected with the organisational and commercial management of his organisation.

### **Addressees of personal data**

For pursuance of the above-mentioned aims, your personal data could be communicated to:

- Employees and/or colleagues of the data controller, duly nominated as persons authorised and trained on the manner of processing such data;
- other companies of the Battistolli Group for the management of specific functions and/or services;
- third parties differing from the data controller, such as:

<b>Third party persons or categories</b>	<b>Purposes</b>	<b>Notes</b>
Computer companies	Management, maintenance, updating of systems and software used by the Data Controller	Nomination as Data Processor (article 28, GDPR). Information held by the DPO
Suppliers of networks, electronic communications services, computer and electronic archiving services, preservation and computer management of data	Hosting, housing, Cloud, SaaS and other indispensable remote computer services for the provision of the data controller's activities; regulatory archiving and preservation services of electronic documents	Nomination as Data Processor (article 28, GDPR). Cloud services could involve processing of data in countries outside the EU which guarantee suitable confidentiality rights. Information held by the DPO
Consultants, professionals, law	Judicial and non-judicial activities,	Nomination of the

offices, arbiters, insurance, consultants, brokers	those for insurance against accidents Organisational, administrative, financial and accounting management	data processor (article 28, GDPR). Information held by the DPO
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The companies of the Battistolli Group and third parties to whom your personal data might be communicated act as:

- Data controllers, or persons determining the purposes and means of processing personal data;
- data processors, or persons who process personal data on behalf of the data controller;
- joint processing controllers who determine the purposes and means of the same, jointly with the company. The list of, and the updated information on, the individuals identified as data controllers, processor or joint controllers is available from the company.

#### **Period of preservation of personal data**

We note below the statement on the period of preservation of personal data or, if not possible, the criteria used for determining the period.

<b>Personal data and documents</b>	<b>Period of preservation, or criteria for determining it</b>
Personal records and documents relating to the relationship with the Company	For the necessary duration of pursuing the purposes of processing and also, subsequently, within the limits allowed in law, for administrative and accounting purposes, in addition to validating or safeguarding the rights of the data controller, where necessary
Curricular data	For the duration of the selection procedure and, in any case, for a period of not greater than 24 months from provision of the data

#### **Rights of the interested party**

We inform you of the existence of a number of rights set out in the GDPR relating to personal data and related processing, which you may request of the data controller.

<b>Right</b>	<b>Description</b>	<b>Method for making it effective</b>
Right of access to data (article 15)	You may request: a) the purpose of the processing; b) the categories of personal data in question; c) the addressees or the categories of addressee to which the personal data has been, or will be, communicated, in particular if the addressees are of third party countries or international organisations; d) where possible, the forecast period of preservation of personal data or, if that is not possible, the criteria used to determine such a period; e) the existence of the interested party's right to require of the data controller the correction or cancellation of personal data or a limitation on the processing of personal data which concerns you, or of which you oppose the processing; f) the right to lodge a complaint to a supervisory body; g) should the data not have been supplied by the interested party, all the available information on its origin; h) the existence of an automated decision making process, including the profiling as set out in article 22, paras 1 and 4, and in such cases at least, significant information on the logic used, as well as the importance and consequences to the interested party of such treatment. You have the right to request a copy of the personal data, subject of processing	Forms available from the data controller's web site
Right of correction	You have the right to request the correction of incorrect personal data which concerns you and to obtain an integration of incomplete personal	Forms available from

(article 16)	data	the data controller's website
Right of erasure (article 17)	You have the right to obtain from the data controller the cancellation of personal data concerning you if the data is no longer necessary with regard to the purposes for which it was gathered or otherwise processed	Forms available from the data controller's website
Right to limitation to processing (article 18)	You have the right to obtain from the data controller a limitation to processing when contesting the exactness of the personal data (for the period necessary for the data controller to check the exactness of the said personal data) or if the processing is unlawful, but you oppose the cancellation of the personal data and instead request that its use is limited or if it is necessary for confirming, exercising or defending your right to address the matter in law while it may no longer be necessary to the data controller.	Forms available from the data controller's website
Right to portability (article 20)	You have the right to receive the personal data regarding you in a structured format, of common use and legible on automatic devices, and have the right to transmit it to other data controllers if the processing: (i) is based on the agreement (ii) the contract and (iii) if the processing is carried out with automated means, with the exception that the processing is necessary for execution of a duty of public interest or connected with the execution of public powers and that the said transmission does not affect rights of third parties.	Forms available from the data controller's website
Right of objection (article 21)	You have the right, at any moment, to object, as a whole or in part, to the processing of your data whenever the processing is carried out in pursuance of a legitimate interest of the data controller, or whenever the processing is carried out for direct marketing purposes.	Forms available from the data controller's website
Right to lodge a complaint to the supervisory authority (article 77)	You have the right to lodge a complaint with the Supervisory Authority whenever you consider that the processing concerning you violates the GDPR.	

The exercising of the above-mentioned rights is subordinate to the limits, the rules and procedures set out in the GDPR and which the interested party must know and implement. Furthermore, along with the provisions of article 12, para 3, the data controller will supply the interested party with the information relating to the action taken without unjustified delay and, in any case, not later than one month from receipt of the said request. If necessary that period may be extended to two months, depending on the complexity and number of requests. The Data Controller will inform the interested party of such a delay, along with the reasons for it, within one month of receipt of the request. The personal data submitted may be processed by the data controller with or without the use of computer facilities.

Furthermore, we inform you that the communication of your personal data for the obligatory purposes indicated is a legal or contractual obligation, or a necessary requirement for the conclusion of a contract, for which, you are required to furnish the personal data as, failing that, it will not be possible to manage the relationship with the Company.