

**Subject: Policy pursuant to Art. 13 of Regulation EU 2016/679**

**issued by Vetagro S.p.A. - single-member company, to candidates submitting their curriculum vitae via the website**

This policy has been prepared and issued pursuant to Art. 13 of European Regulation 2016/679 (also simply called the European Regulation), which introduced significant new regulatory aspects on personal data protection.

This policy therefore revises and replaces any previous versions issued before.

It is therefore specified that:

- 1) as a result of receiving your curriculum vitae, our company collects and processes your personal data;
- 2) for the sake of clarity, we are providing the following definitions taken from said European Regulation:

**Personal data:** any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person;

**Processing:** any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

Therefore, pursuant to Art. 13 of European Regulation 2016/679

**we inform you that**

your personal data will be collected and processed in accordance with the following:

- a) **purpose:** the data will be processed for: selection, interviews, preparation of attitudinal profiles and similar; correct performance of bureaucratic and administrative procedures and for company activities in general, serving for your possible recruitment; extraction of information and comparison with the profiles of other candidates; sending of correspondence;
- b) **method:** the data will be processed both using paper instruments/mediums and electronic/computer/digital instruments/mediums, in full compliance with the law, according to principles of lawfulness and propriety and in a manner to protect your confidentiality;
- c) **optional providing of data:** providing the data is optional and not obligatory;
- d) **consequences of any refusal:** refusal to provide the data and allow it to be processed, after receiving this policy, will unfortunately make it impossible for us to start and/or continue a relationship of any nature with you;
- e) **subjects or categories of subjects (recipients) to whom the data may be communicated or disclosed:** the data may be communicated to third parties only in order to satisfy legal or contractual obligations and to satisfy your requests; the data will not be disclosed in any way;
- f) **people authorised to process the data:** the data will be processed by duly authorised staff of the human resources office and the administration and payroll office;
- g) **automated decision-making processes (e.g. profiling):** there are no automated decision-making processes;
- h) **rights of the data subject:** you have all the rights laid down by the European Regulation, such as the right to request access to the personal data and its rectification, erasure, restriction of processing, the right to object to processing and the right to data portability. You also have the right to lodge a complaint with a supervisory authority;
- i) **transfer to third countries:** any transfer of personal data to a third country outside the European Union or to an international organisation will take place on the basis of an adequacy decision of the Commission or, in the case of the transfers referred to in Arts. 46, 47 or 49, second paragraph, of the European Regulation, on the basis of appropriate and opportune guarantees;
- j) **data storage period:** the data will be stored for the period strictly necessary to deal with the data subject's requests or according to current regulations or any contractual clauses;
- k) **controller:** the controller is Vetagro S.p.A. - single-member company, with registered office in Reggio Emilia (RE), Via Porro no. 2, in the person of the *pro tempore* legal representative;
- l) **data protection officer:** the data protection officer is Mr. Juri Torreggiani, with office in Reggio Emilia, Via Piccard no. 16/G, tel. 0522/30.11.69, fax 0522/38.79.96: you must address any request for clarifications or information to him.

This policy may be supplemented, verbally or in writing, with further elements and indications, in order to satisfy any need you have for information on "Privacy" and to reflect changes in the regulations.

Date: 29/10/2018

The controller – Vetagro S.p.A.