

# MANUALE PRIVACY

**OCEAN SRL**

Via Karl Ludwig Von Bruck, 32

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Documentazione redatta in ottemperanza a quanto disposto dal GDPR 2016/679 "Regolamento generale sulla protezione dei dati" e dalla normativa nazionale vigente

Dear Sir/Madam,

SUBJECT: Information pursuant to and for the purposes of Articles 13 and 14 of the EU GDPR 2016/679 and the current national legislation concerning the personal data protection.

With this notice, OCEAN SRL Unipersonale provides the interested party with the information referred to in Articles 13 and 14 of GDPR 2016/679 concerning the processing of personal data that concerns them.

## Data Controller.

The Data Controller is OCEAN SRL Unipersonale, with registered office in Via Karl Ludwig Von Bruck, 32 - 34144 Trieste (TS).

## Purpose and legal basis of the processing.

The collection and processing of personal data are carried out for the purpose of conducting:

E-recruitment management, and in particular related to resumes sent through the contact form on the website solely for the purpose of responding to requests received and for the evaluation of the profile for the possible future employment or professional collaboration relationship (processing necessary for the execution of pre-contractual measures taken at the request of the interested party pursuant to art. 6 par. let. b) GDPR 2016/679);

Please note that the Resume should not contain special categories of data (so-called sensitive data) or data relating to criminal convictions and offences, unless they are necessary for the establishment of the employment relationship in accordance with the current legislation on job placement; with regard to data relating to the health of disabled workers, in accordance with Law 12 March 1999, no. 68 "Rules for the right to work of disabled people", it is specified not to indicate any pathology, but only to indicate the possession of the requirements. Any other special categories of data indicated by you will not be taken into consideration or in any case processed for the evaluation of the profile.

The collection and recording of data will take place in compliance with the principles set out in Article 5 of GDPR 2016/679, namely: for specific, explicit, and legitimate purposes and with methods compatible with such purposes, within the necessary processing for the operation of the business activity; in an accurate way and if necessary, with the appropriate updates. In such a way that they are relevant, complete, and not exceeding the purposes of collection; in such a way that their storage is functional for the period of time necessary for the purpose for which they were collected and subsequently processed according to GDPR 2016/679 and the current national legislation.

Personal data may be processed using both paper and electronic tools, or in any case suitable for recording and storing such data, and in such a way as to guarantee their security and protect the maximum confidentiality of the interested party. Specific security measures will be observed to prevent the loss of data, illicit or incorrect use, and unauthorized access in full compliance with Article 32 of GDPR 2016/679 and current national legislation.

## Mandatory or optional nature of the provision of data and consequences of any refusal to provide them.

The provision of data is not mandatory but optional; however, any refusal to provide them in whole or in part may result in the impossibility of responding to the requests of the interested party and/or of proceeding with the evaluation of their professional profile.

## Data communication.

Subject to compliance with current regulations and in particular with the principles set out in art. 5 GDPR 2016/679, the data collected and processed may be communicated, exclusively for the purposes mentioned in this information, to:

-Companies belonging to the same business group;

-Professionals and consultants, consulting firms, companies operating in the field of personnel selection, public employment services, public and private training bodies;

-In particular, subjects who carry out processing on behalf of the Data Controller as Data Processors pursuant to art. 28 GDPR 2016/679, such as, by way of example and not exhaustively: professionals and/or companies entrusted with carrying out consultancy activities in the legal and technical-informatics fields. The complete and updated list of Data Processors is available, to those entitled, on request at the Data Controller's office;

-Subjects authorized to access data by current legislation and/or to whom data must be communicated in order to comply with legal obligations.

Personal data may be processed by employees and collaborators assigned to the competent offices of the Data Controller, explicitly authorized to process it pursuant to art. 29 of the GDPR 2016/679 and national legislation.

## Transfer of Data Abroad.

Personal data may be communicated and/or transmitted abroad, also to non-European Third Countries, only for the purposes stated in this information, or for technical reasons related exclusively to the structure of the company's information system and/or the application of technical and organizational security measures deemed appropriate by the Data Controller (art. 32 GDPR 2016/679), and exclusively in compliance with articles 44 ff. of the GDPR 2016/679.

## Data retention Period

The data will be kept in our archives even after the job interview, for the fulfilment of all the possible obligations related to this activity, and, in any case, for a period not exceeding the achievement of the purposes for which they are processed ("principle of limitation of storage" pursuant to art. 5 GDPR 2016/679). Specifically, the data will be kept by the Data Controller for a period

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OCEAN SRL		Partita IVA/C. Fiscale: 00122510324	

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ranging from 24 to 60 months, depending on the professional profile, provided that the aspiring candidate must update and/or confirm his/her application every 3 months, or in any case no later than 15 months, depending on the professional profile; in the event of non-compliance, or in case of employment, the data will be deleted. With regard to the specific prescription terms provided by the law, the data necessary for the investigation, exercise or defence of a right may be subject to longer retention times.

Periodic checks are made to verify the obsolescence of the data stored in relation to the purposes for which they were collected.

## The data subject's rights.

The data subject may exercise the rights provided for in Articles 15 to 22 of the GDPR 2016/679 within the limits and conditions set out therein. In particular, the GDPR 2016/679 grants the data subject the following rights:

- Right of access (art. 15 GDPR 2016/679);
- Right to rectification of inaccurate personal data and right to completion of incomplete personal data (art. 16 GDPR 2016/679);
- Right to erasure ('right to be forgotten') (art. 17 GDPR 2016/679);
- Right to restriction of processing (art. 18 GDPR 2016/679);
- Right to be informed of any rectification, erasure or restriction of processing carried out by the data controller (art. 19 GDPR 2016/679);
- Right to data portability (art. 20 GDPR 2016/679);
- Right to object (art. 21 GDPR 2016/679);
- Right to object (Art. 21 GDPR 2016/679);

The right not to be subject to a decision based solely on automated processing (Art. 22 GDPR 2016/679).

If any form of consent is given to the processing, it should be noted that the data subject may revoke it at any time, subject to the mandatory obligations provided for by the current legislation at the time of the request for revocation, by contacting the Data Controller at the following email address: amm.ocean@ocean-team.com.

## Right to lodge a complaint.

The data subject who considers that the processing of personal data is in violation of the GDPR 2016/679 has the right to lodge a complaint with the supervisory authority of the European Union Member State where he or she habitually resides, works, or where the alleged violation occurred, as provided for in Article 77 GDPR 2016/679, or to take appropriate legal action.

Trieste, 25/05/2022

OCEAN SRL

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