

Information on the processing of personal data pursuant to Articles 12 and 13 of EU Regulation 2016/679

Dear User,

In accordance with the provisions of Articles 12 and 13 of EU Regulation 2016/679, also known as the "General Data Protection Regulation" or more briefly "GDPR", on the protection of individuals with regard to the processing of personal data and on the free movement of such data, we invite you to read this statement.

1. Identity and contact details of the Data Controller

The owner of the processing of your personal data is [INSERT COMPANY NAME AND CUSTOMER'S CONTACT DATA].

2. Contact details of the Data Protection Officer

[ENTER THE CONTACT DETAILS OF THE CUSTOMER'S DATA PROTECTION OFFICER].

3. Purpose and legal basis of the processing of personal data

Your personal data required for the use of the HR-M will be processed for the following purposes:

- a. management of the recruiting
- b. management of the commission
- c. time management
- d. organisation and development of employees' potential
- e. resource management
- f. hard and soft skills management
- g. management and Allocation of the Company Asset

The legal basis for the processing is Article 6(c) of EU Regulation 2016/679 (processing is necessary to fulfil a legal obligation to which the data controller is subject).

4. Category of recipients of personal data

If, in order to provide the service to You, your personal data will be processed with the support of third party companies (sub-processor), AGIC TECHNOLOGY S.R.L. will inform You in advance of this possibility, providing You with all the references of these companies, in any case, the provisioning of data to sub-processor will be made only after your authorization.

In this case, AGIC TECHNOLOGY S.R.L. will manage the relationship with the sub-processor, ensuring the transfer to the latter of the instructions given by You to carry out the processing of personal data (in case of data transfer to sub-processors outside the EU, Agic Technology has formalised specific data protection clauses).

The obligation of AGIC TECHNOLOGY S.R.L. to communicate the data to the Judicial Authority, whenever a specific request is made in this regard.

5. Period of data retention

Personal data will be kept for the time strictly necessary for the purposes described above.

6. Exercise of rights

You may at any time exercise your rights under Art. 13, paragraph 2. and Articles. 15, 16, 17, 18 and 20 of EU Regulation 2016/679, by writing to the Data Controller at the e-mail address [SPECIFY THE E-MAIL ADDRESS OF THE HOLDER OF THE TREATMENT/CUSTOMER].

In particular, as an interested party, you may request:

- access to personal data concerning him/her, in accordance with the provisions of art. 15 of EU Regulation 2016/679;
- the rectification of personal data concerning him/her, in accordance with the provisions of art. 16 of EU Regulation 2016/679;
- the cancellation of personal data concerning him/her ("right to be forgotten"), in accordance with the provisions of art. 17 of EU Regulation 2016/679;
- the limitation to the processing of personal data concerning him, as provided for in art. 18 of EU Regulation 2016/679;
- data portability in accordance with art. 20 of the Regulation, to the extent applicable and limited to the cases provided for in the guidelines on data portability published by the Article 29 Working Party.

Finally, we inform you that you may object to the processing of your personal data at any time, pursuant to art. 21 of EU Regulation 2016/679, in the event of any of the situations provided for in art. 6, paragraph 1, letters e) and f) of

EU Regulation 2016/679; also in this case you may write to the Data Controller at the e-mail address [SPECIFY THE E-MAIL ADDRESS OF THE HOLDER OF THE TREATMENT/CUSTOMER].

7. Complaint to the Control Authority

Pursuant to art. 77 of EU Regulation 2016/679, we remind you that you have the right to lodge a complaint with the Control Authority (Guarantor for the Protection of Personal Data), if you believe that the processing that concerns you violates the provisions of the Regulation itself.

8. Compulsory or optional nature in the provision of personal data

Your personal data are necessary for the use of the HR-M tool and failure to communicate them to the Data Controller may make it impossible to properly manage the obligations under the GDPR.

9. Existence of automated decision-making processes in processing

It is specified that for the processing of the above data there is NOT any kind of automated decision making process, pursuant to art. 22 of EU Regulation 2016/679.