



**PRIVACY POLICY - ASPIRING EMPLOYEES**  
**INFORMATION PURSUANT TO ART. 13 OF EU REGULATION 2016/679 (GDPR)**

For the recruitment of employees, the Candidate (hereinafter also only the Interested Party) acknowledges that his personal data will be processed by the Fondazione Istituto Tecnico superiore per la mobilità sostenibile – Settore trasporti/marittimi e pesca – ACCADEMIA ITALIANA DELLA MARINA MERCANTILE, with headquarters in Genoa, Via Oderico 10, Tax Code 01597860996 as data Controller (hereinafter also only the Data Controller).

**1) CATEGORIES OF PERSONAL DATA PROCESSED**

The following categories will be processed during the selection phase

- a) personal data, contact data (landline and/or mobile telephone numbers, e-mail address);
- b) data on professional career and qualifications
- c) tax data (tax code)
- d) communications between the Interested Parties and the data Controller, written and oral, of any kind;
- e) special categories of data, only if necessary;

**2) PURPOSE, LEGAL BASIS AND STORAGE PERIOD OF DATA PROCESSING**

The personal data of the Interested Parties will be processed for:

PURPOSE	LEGAL BASIS	STORAGE PERIOD
Verification of the requirements for participation in the selection procedures according to the published notice as well as the evaluation of data for the purpose of recruitment.	Explicit consent of the interested party  Any refusal to provide data or its subsequent withdrawal may preclude participation or continuation in the selection procedure	For 1 year from the end of the selection procedure
Regulatory, administrative and accounting obligations imposed by legislation	Fulfilment of a legal obligation	Timeframes laid down by legal provisions in administrative and accounting matters
Protection of the Controller's rights and property, including in court	Pursuit of the legitimate interest of the Controller	For the entire duration of the legal proceedings undertaken and any timeframe envisaged for the protection of the Controller's rights

After these deadlines, the data will be destroyed and/or anonymised in accordance with the above-mentioned timeframe and, if applicable, used exclusively for statistical and analysis purposes.

**1) CATEGORIES OF PERSONS TO WHOM THE DATA MAY BE DISCLOSED**

The data will be processed exclusively by employees or collaborators of the Controller who are duly appointed, trained, instructed and bound to the processing exclusively for the purposes for which the data were collected.

Furthermore, the data may be communicated by the Controller to the following categories of subjects:

- to persons entitled to access the data by virtue of a provision of law, regulation or EU legislation, or on the basis of an order of the Legal Authority, within the limits provided for by such rules or orders;
- to service companies to which it entrusts, also in outsourcing, the technological management of the data, or that offer IT assistance, management and consultancy services as well as the design and creation of software and/or websites, as well as companies or consultants entrusted with providing specific services to the Data Controller (such as, for example, law firms and tax consultants), always within the limits of the purposes for which the data were collected;

Fondazione Istituto tecnico superiore per la mobilità sostenibile – Settori trasporti marittimi e pesca

ACCADEMIA ITALIANA DELLA MARINA MERCANTILE

C.F. 01597860996 – P.IVA 02092180997 – Fondo di dotazione: 294.254,00 euro.

Iscrizione nel Registro delle Persone giuridiche presso la Prefettura di Genova - n. d'ordine 101

CERTIFICATA UNI EN ISO 9001



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In such cases, the above mentioned parties will operate as autonomous Data Controllers or will be designated as Data Processors and the Data Controller will provide them with adequate operating instructions. The updated list of external Data Processors is kept at the Data Controller's premises and, in particular, the name of the System Administrator, if appointed by the Data Controller, is available.

Personal data will not be disseminated.

The data may be transferred abroad, in the manner provided for in Article 49 of the GDPR.

#### 1) CONTRACTOR'S RIGHTS

The privacy legislation (Art. 15-23 EU Reg. 2016/679) guarantees the Worker the right to:

- obtain information on the origin of the data, the purposes and methods of processing, the logic applied in the case of processing carried out with the aid of electronic instruments; the details of the persons in charge of processing, the subjects or categories of subjects to whom the data may be communicated or who may become aware of it;
- obtain access, update, rectification or integration of data, the cancellation, transformation into anonymous form or blocking of data processed in breach of the law, including data whose storage is not necessary in relation to the purposes for which the data were collected or subsequently processed, certification that the operations requested have been brought to the attention, also as regards their content, of those to whom the data were communicated, except where this proves impossible or involves a manifestly disproportionate use of means in relation to the protected right;
- object on legitimate grounds to the processing of data concerning him/her, even if pertinent to the purpose of collection, or to the processing of personal data concerning him/her for the purpose of sending commercial and promotional communications, including in part with regard to the possible use of automated contact methods or profiling;
- receive personal data in a structured, commonly used and automatically readable personal data transmit such data to another data Controller.

Acknowledgement may take up to 30 days from the date the request was sent.

Without prejudice to any other administrative or judicial remedy, the interested party has the right to lodge a complaint with the Supervisory Authority in cases of alleged violation by the Company of the provisions of EU Regulation 2016/679.

The Controller has appointed a Data Protection Officer (DPO).

To exercise your rights and/or for all questions concerning the processing of your data, the interested party may contact  
- ACCADEMIA ITALIANA DELLA MARINA MERCANTILE, Via Oderico 10, 16145 - Genoa;  
- [privacy@faimm.it](mailto:privacy@faimm.it)

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### CONSENSO AL TRATTAMENTO DEI DATI PERSONALI

The Undersigned \_\_\_\_\_ born in \_\_\_\_\_ on \_\_\_\_\_

by signing this declaration, I declare that I have read and understood this information, and

I AGREE

I DENY

the processing of personal data for the purpose of verifying the requirements for participation in the selection procedures according to the published notice as well as the evaluation of the data for the purpose of recruiting staff.

Signature \_\_\_\_\_.

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