



PRIVACY POLICY

pursuant to Article 13 of Regulation (EU) 2016/679 (hereinafter “GDPR”) on the protection of natural persons with regard to the processing of personal data

SCOUT Srl, with registered office at Via Degli Scudai, Blocco 38 Bis, 40050 Funo di Argelato (BO), VAT registration no. IT00682671201, (hereinafter “Controller”), as the data controller,

Hereby informs you that personal data acquired will be processed in accordance with the aforementioned regulation.

The following information is provided about this processing:

DATA CONTROLLER

SCOUT Srl, in the person of its acting Legal Representative, with registered office at Via Degli Scudai, Blocco 38 bis, Funo di Argelato (BO) - email scout@scout.it

1. Subject of processing

The Controller processes personal identifying data (in particular, first name and surname, address, town, email, telephone number, place and date of birth – hereinafter “personal data” or “data”) that you provide when sending your application.

2. Purpose of the processing

Your personal data are processed:

- A. Without your express consent pursuant to art. 6 b) and e) of GDPR 2016/679, for the following purposes:
 - ! To fulfil obligations required by national or EU law or a regulation or order from the Authority;

- B. Only with your specific and separate consent pursuant to art. 7 of GDPR 2016/679, for the following purposes:
 - ! Search and selection of personnel to check they have the skills needed to be hired or to start a working relationship.

3. Nature of the data

Providing the personal data referred to in point 2 A is mandatory as it is required to check your skills and manage personnel selection. Providing the data referred to in point 2 B is optional, so you can exercise your rights referred to in point 9 a), b), c), d), e), f), g), h) and i) at any time.

4. Processing methods

Your personal data are processed by means of the operations indicated in art. 4 2) of GDPR 2016/679, specifically: collection and recording, organisation, storage, consultation, erasure and destruction of the data. Your data will be processed in accordance with the principles of fairness, lawfulness and transparency and may use automated means to store, manage and transmit the data, using appropriate state-of-the-art tools, where applicable, to ensure security and confidentiality through

appropriate procedures that prevent the risk of loss, unauthorised access, unlawful use and dissemination. Your personal data will be processed on paper and electronically.

5. Data storage period

The Controller will process personal data for as long as is required to fulfil the aforementioned purposes and in any case for no longer than the maximum period of 2 years. At the end of this storage period, the data will be destroyed or rendered anonymous.

6. Access to the data

Personal data processed by the Controller will not be disseminated, meaning that they will not be made known to unspecified parties, in any form including the form in which they were provided or simply for consultation. However, they may be communicated to workers working for the Controller and to certain parties with whom they work. Finally, they may be communicated to parties authorised to access them in accordance with national and EU laws and regulations.

In particular, based on their roles and duties, some workers are authorised to process personal data, within the limits of their responsibilities and in accordance with the instructions they are given by the Controller. Access to the data and/or portability requests will be complied with within a maximum of 30 days, unless there are impediments to this and/or because of the complexity of the request. A fee will be charged, based on the administrative costs incurred, for issuing further copies of the personal data being processed.

7. Data recipients

Even without your express consent pursuant to art. 6 b) and c) and art. 13 e) of GDPR 679/2016, the Controller can communicate your data for the indicated purposes to supervisory bodies, judicial authorities and any other parties to whom the data must by law be communicated.

8. Transferring data

Personal data will be managed and stored on servers located within the European Union belonging to the Controller and/or other companies duly appointed for the task as Data Processors. Currently the servers are located in Italy. Data will not be transferred outside the European Union. In any case, it is understood that, if it should become necessary, the Controller will have the right to move the location of the servers within Italy and/or the European Union and/or to non-EU countries. In this case, the Controller declares as of now that if data are transferred outside the EU the transfer will be done in accordance with applicable laws.

9. Rights of the data subject

In your capacity as data subject, you hold the rights referred to in art. 15 and following of GDPR 2016/679 and specifically:

- a) The right to ask the data controller for access to your personal data (art. 15) to obtain confirmation as to whether or not personal data concerning you are being processed and, where that is the case, obtain access to the data;
- b) The right to ask the data controller for rectification (art. 16) to obtain the rectification of inaccurate personal data or the completion of incomplete data concerning you;
- c) The right to ask the data controller for the erasure of the data (art. 17) to obtain the erasure of the data concerning you without undue delay;

- d) The right to ask the data controller for restriction of processing of data concerning you (art. 18), to obtain confirmation that the processing of personal data concerning you is restricted to what is necessary for storage purposes;
- e) The right to data portability (art. 20), to obtain in a structured, commonly used and machine-readable format the personal data concerning you;
- f) The right to object to their processing (art. 21), to object at any time, on grounds relating to your particular situation, to the processing of data concerning you;
- g) In relation to automated decision-making processes (art. 22), the right not to be subject to a decision based solely on automated processing of data without your explicit consent;
- h) The right to erasure (art. 17), the right to obtain, in the cases provided for in the Regulation, erasure of personal data concerning you. In addition, you can at any time withdraw the consent on which the processing carried out in accordance with the consent obtained is based;
- i) The right to lodge a complaint with the supervisory authority (art. 77), the right to apply to the authority if you consider that the processing concerning you infringes the Regulation;

10. Data breaches and notification of the Italian Data Protection Authority and/or communication of the breach to the data subject

In the event of a personal data breach - understood as a security breach that accidentally or unlawfully involves the destruction, loss, modification, unauthorised disclosure of or access to the personal data transmitted, stored or processed in any way - in which the risk to people's rights and freedoms is considered likely and/or high, the Data Controller shall notify the Italian Data Protection Authority without delay and in any case within 72 hours at most, giving a description of the nature of the data breach, including the number of people concerned and the data categories concerned.

How to exercise rights

You may exercise the above rights at any time by sending:

- ! A registered letter with acknowledgement of receipt to: **Scout Srl**, Via Degli Scudai, Blocco 38 bis, 40050 Funo di Argelato (BO);
- ! Email: scout@scout.it