

**General information on the processing of personal data  
in accordance with Article 13 of Legislative Decree ( D.lgs) no. 196/2003,**

**1. Introduction**

This information is given in accordance with Article 13 of the Legislative Decree no. 196/2003 – Personal data protection code. ERVET Emilia-Romagna Valorizzazione Economica Territorio SpA, in its capacity as data handler is obliged to inform the user about the use of personal data.

**2. Source of your personal details**

The gathering of personal information is carried out by processing the data provided at the moment of application for recruitment.

**3. Purpose of the processing**

The personal data - supplied by users requesting information - shall be processed solely in the implementation of the selection procedure they applied for, and shall be communicated solely to third parties if necessary for that purpose.

Furthermore, the data will be published on the ERVET SpA website, in compliance with the fulfillment of obligation for transparency of Legislative Decree (D.Lgs) 33/2013 .

**4. How the data are processed**

Data are exclusively processed for institutional purposes by using computerized instruments and exclusively for the length of time necessary to achieve the objectives for which they were collected.

Specific security measures are followed to avoid the loss of data, its unlawful and incorrect use or unauthorized access.

**5. Optional character of the provision of data**

Furnishing details is voluntary, but failure to do so will invalidate point 3 (“purpose of the processing”).

**6. Categories of subjects entitled to receive communication or to know about the data in as much as they have been appointed to do so**

Your personal data will be visible solely to ERVET Emilia-Romagna Valorizzazione Economica Territorio SpA personnel in charge of the processing. Exclusively for the purposes of paragraph 3 (purpose of the processing), can external commissions and third parties – in charge of providing services to ERVET SpA – access the data. These subjects must have previously been appointed and must guarantee the same level of protection.

**7. Rights of the interested parties**

In accordance with Article 7 of legislative decree no. 196/2003, the individual to whom the personal data refer

has the right to:

1. obtain confirmation of the existence or non-existence of data concerning him/her, and receive an intelligible communication of said data, even if it has not yet been registered.

2. obtain information about:

a) the source of the personal data;

b) purpose and method of treatment;

c) logic applied in the event of treatment using electronic equipment;

d) details of the data handler, managers and representatives appointed in accordance with Article 5 Paragraph 2;

e) subjects or categories of subjects to which personal data may be sent or that may become acquainted with the data in virtue of their capacity as representatives appointed for that territory by the State, or managers or persons responsible for said task.

3. to obtain:

a) an update, modification or completion of the data;

b) the deletion, transformation into anonymous form, blockage of the data if handled unlawfully, including data that does not need to be stored for the purposes for which the data was collected or subsequently treated;

c) a declaration stating that the persons to which the data is communicated or divulged are aware of the operations referred to in (a) ad (b), including the content, except in the case in which it is not possible to fulfil said obligation or if this entails an involvement of means that is clearly disproportionate to the right protected.

4. to be opposed, totally or partially:

a) for legitimate reasons, to the handling of his/her personal data, despite the fact that it is relevant to the purpose of the collection;

b) to the treatment of his/her personal data for the purpose of sending advertising material or direct sales or to its use for market research or commercial purposes.

**8. Data Controller and appointee to data processing**

The subject entitled to data processing is ERVET Emilia-Romagna Valorizzazione Economica Territorio SpA, Bologna, Via G.B. Morgagni 6, zip code 40122. The Operative Director is in charge of corroboration in case of exertion of the above described rights.

In case of exertion of the right of access to personal data, the user is required to present his request – as described in the above paragraph – to: ERVET SpA, Segreteria Direzione operativa, in a written form or directly presenting at the seat.

The Secretary office (Segreteria) is open Monday - Thursday from 9.00 to 13.00 and from 14.00 to 17.00, Fridays from 9.00 to 13.00. Telephone +39 051 6450406, fax + 39 051 6450390, e-mail [direzione\\_operativa@ervet.it](mailto:direzione_operativa@ervet.it).

The requests described in art. 7, points 1 and 2, of the Legal Code can be formulated orally.