POLICY (Policy updated: 06/12/2019)

Before processing your data, we submit to you the Ebitemp Privacy Policy, which is necessary for the protection of your personal data, in accordance with the provisions of the relevant legislation. **The information below will help you to understand:**

√ which persons will process your data and how to contact them;

√ how your data are analysed and for what reason;

USEFUL CONTACT INFORMATION

Ebitemp is the Entity that processes your data and for legal purposes is considered the Data Controller. As Data Controller, Ebitemp is responsible for applying the organisational and technical measures necessary and adequate for the protection of your data. The headquarters of the Data Controller are in Rome – Corso Vittorio Emanuele II, 269, 00186. Tel.: 06-68301506 The Data Controller has also appointed a Data Protection Officer who is responsible for ensuring legal compliance to protect your privacy. You can contact the Data Protection Officer at the following address: Corso Vittorio Emanuele II No. 269 Rome 00186. Tel.: 06-68301506 - dpo@ebitemp.it. Further information on your rights can be found in the paragraph below, headed Your rights.

INFORMATION ABOUT THE DATA PROCESSING

All the personal data that you provide us with will be processed in accordance with current legislation on privacy. The Data Controller will process all personal data according to the principles of correctness, legality and transparency, in accordance with the following purposes. Personal data will only be collected to the extent necessary for the data processing and will only be used by personnel authorised and trained for the purpose and in order to guarantee the necessary confidentiality of the information provided.

In particular, the Data Controller will collect, record, consult and in general process your personal and identifying data, with particular reference to data that may reveal your state of health, but only where necessary to fulfil the purposes declared in this policy. The data processing will concern both the data provided at the time you sign this authorisation and any other data that may be requested by Ebitemp to fulfil the purposes indicated in this policy.

In particular, the Data Controller may use your data to:

comply with legal requirements in civil and tax matters or with EC legislation, rules, codes or procedures approved by Authorities and other competent bodies (e.g. tax, fiscal or anti-money laundering investigations);

allow the correct regulatory, technical and financial management of the contractual relationship;

assert or defend a right in court, or in administrative or arbitration and conciliation procedures in the cases provided for by law, European Union legislation or regulations.

The processing of the above data is necessary:

- to allow you access to the services provided by Ebitemp;
- to allow Ebitemp to pursue statistical objectives;
- to allow Ebitemp to send information and promotional material by email in relation to activities and topics of interest related to temporary work;

Your refusal to provide the personal data will make it impossible to achieve the purposes indicated in point 1) and, in particular, will make it impossible for Ebitemp to provide you with its services.

Retention period of your data. The Data Controller will store your data for the period necessary to fulfil the purposes indicated in this policy and for 10 years thereafter, effective from the date of your last application and/or document provided for each service you have requested.

Transfer and access to your data. The Data Controller may - without requiring your consent - communicate your personal data to one of the categories of recipient indicated below, such as: Go Project S.r.l., based in Rome at Via Alessandria, 88, which now manages the preparation and sending of promotional material on behalf of Ebitemp; Italian Moving Network Inc., based in Rome at Via Oreste Ranelletti 61/63, which manages data archiving services on behalf of Ebitemp;

Bucap S.p.A, based in Monterotondo Scalo (RM) at Via E. Ramarini 7, which manages data archiving services on behalf of Ebitemp; Cassa Mutualistica Interaziendale, based in Milan at Viale San Gimignano 30/32 which manages health protection services on behalf of Ebitemp; Forma.temp, based in Rome at Piazza Barberini, 52;

INAIL, based in Rome at P.le Pastore, 6;

INPS, based in Rome at Via Ciro il Grande, 21;

Ministry of Labour and Social Policies, based in Rome at Via Veneto, 56 and the employment agencies registered in the Ministry's computerised register; public bodies and/or social security agencies and/or employment agencies and/or third-party companies and/or universities and/or foundations that process personal data in aggregated and anonymised form in order to manage statistical activities on behalf of Ebitemp;

third parties working on behalf of the Data Controller, in their capacity as external data processors;

Judicial authorities, insurance companies for the provision of insurance services, as well as any persons to whom the data must be disclosed by law. The above-named persons will process the data in their capacity as autonomous data controllers.

CONSENT TO THE PROCESSING OF PERSONAL DATA

YOUR RIGHTS
With reference to the data processed, the Data Controller guarantees that you can:

√ obtain confirmation of the existence of your personal data and its communication in an intelligible form;

√ obtain the updating, rectification and integration of your data;

√ request the erasure of your data, under the terms permitted by law, or request that they be anonymised;

√ object, in full or in part, for legitimate reasons, to the processing of your personal data;

√ restrict the processing, in the event of violation, request for rectification or objection;

√ request the portability of electronically processed data, provided on the basis of consent or contract;

√ withdraw consent to the processing of your data, where foreseen.

To this end, the Data Controller has provided a specific section on its website where you can download the forms, which should be sent by email to the following address: dpo@ebitemp.it. Otherwise, you can hand the forms in at the counter or send them by registered post.
The Data Controller will make every effort to reply to your request within one month, except in particularly complex cases, which may take up to 3 months. In any case, the Data Controller will explain the reason for any delay within one month of your request.
The outcome of your request will be sent to you in writing or electronically. If you are requesting rectification, erasure or restriction of data processing, the Data Controller will inform each recipient of your data of the outcomes of your request, unless this proves impossible or involves a disproportionate effort.
The withdrawal of consent will have no effect on the legality of any data that were processed before the consent was revoked.
The Data Controller wishes to inform you that a contribution may be requested if your requests are manifestly groundless, excessive or repetitive; in this regard the Data Controller keeps a register to track all requests for intervention.

CONSENT

The undersigned _____ born in _____ Prov. ( )

On ___/___/___ Tax Code _____

having acquired the information provided by the Data Controller under the current data protection laws and Regulation (EU) 679/2016 and aware that the processing will also include the sensitive data referred to in Article 9 of Regulation 679/2016, with particular reference to data that may reveal the data subject's state of health,

CONSENTS ☐   **DOES NOT CONSENT** ☐

to the processing of their data, with particular reference to data that may reveal the data subject's state of health, where necessary to carry out the operations indicated in the policy;

Date ___/___/___   Place _____   Signature _____

CONSENTS ☐   **DOES NOT CONSENT** ☐

to the use of the email address given in the application form, in order to communicate the outcome of the attached application, and to store this email address in its database to receive information or news about the Data Controller's activities (in any case with the right to ask Ebitemp at any time to remove the address from the database by sending a written request).

Date ___/___/___   Place _____   Signature _____

CONSENTS ☐   **DOES NOT CONSENT** ☐

to the communication of their data, both personal and sensitive, to the recipients and categories of recipients

indicated in this privacy policy, Date   Place _____   Signature _____