

INFORMATION PROVIDED TO CANDIDATES

(ART 13 REG. (UE) 2016/679 - GDPR)

Joint controllers:	- Umana S.p.A. - Umana Forma S.r.l. - U.Form S.r.l. - Uomo e Impresa S.r.l.
Joint controllers contact details:	- Umana S.p.A. privacy@umana.it - Umana Forma S.r.l. privacy@umanaforma.it - U.Form S.r.l. privacy@uform.eu - Uomo e Impresa S.r.l. privacy@uomoeimpresa.it
Data Protection Officer contact details:	- dpo@umana.it

ABOUT US

Umana is a temporary work agency authorized by the Italian Ministry of Labour and Social Policies to the exercise of all the activities referred to in **Article 4, paragraph 1, letter a)** of Legislative Decree n. 276/2003 (Prot. N. 1181-SG of 13/12/2004) and it is registered in the Register of temporary employment agencies.

On the basis of this authorization, Umana can provide several services, such as:

- temporary agency work;
- staff leasing (permanent staffing);
- labour market intermediation, even in relation to the employment of disabled people and disadvantaged workers;
- search and selection of professional figures to be submitted to client companies;
- training;
- active labour policies ("Politiche attive del lavoro"): an area that offers a complete range of services (e.g.: orientation, coaching, scouting, assessment and counselling, etc.), also by making available initiatives promoted by the Public Administration;
- professional outplacement.



We are a generalist temporary work agency.

People use our services to improve their own professional career.

Our privacy policy is addressed to the applicants on our website or at one of our branch offices.

OUR ORGANIZATION

Umana is a member of a larger network of companies, belonging to the same entrepreneurial group, that have specific skills in the provision of the aforementioned services.

In order to optimize the services offered and to increase the opportunities for improving your professional career, Umana has drawn up an agreement with the following companies belonging to the same group:

1. Umana Forma, for the provision of training courses in all the Italian regions;
2. U.Form., for the provision of training courses for the only Lombardia region;
3. Uomo e Impresa, for the professional outplacement.

This agreement allows the companies listed above (hereinafter referred to as the "Joint controllers") to access your personal data and to process them in order to offer a range of services functional to improve your professional development.



We have decided to expand our services.

For this reason now we are four companies at your service.

WHAT KIND OF DATA WE COLLECT AND WHY WE PROCESS THEM

In consideration of the services provided by the Joint controllers, your personal data will be processed in order to follow up your professional development, making you the core of a service aimed at improve your career through the search for job opportunities, your concrete integration into the labour market and your professional development, also with training activities.

In coherence with the purposes mentioned above, the specific application for a single job position is certainly a useful tool to deepen the understanding of your working ambitions, but it does not prevent the Joint controllers from offering you all the other services provided.

Considering the purpose described above and the type of services offered, we will ask for your consent to process several categories of your personal data, including:

1. common personal data, such as your personal details, including profile pictures;
2. special categories of personal data (Art. 9 GDPR), such as health information;
3. personal data relating to criminal convictions and offences (art. 10 GDPR), only if required by law.

The disclosure of your personal data is not compulsory, but if you do not disclose such data to us we will not be able to provide the services mentioned above.



We want to improve your professional development through work and training proposals.

When you will apply on the Umana web site and/or when you will fill in the curriculum form, we will process further information, such as your own education and professional experiences, your employment preferences, etc.

In some cases, such as for example when we recruit through online platforms or we receive data from Public Entities, we will get your data from these subjects to whom you have already given your consent to disclose your data to third parties.



In order to offer you a better service, we will process your personal data, even concerning health, but only with your consent.

HOW WE USE YOUR PERSONAL DATA

In order to achieve the purpose mentioned above, we will collect your personal data from you and/or from third parties and we will store them in our informatic systems.

Your data may also be collected and stored on paper.

Your data will be processed by our staff, that is appropriately trained for such processing activities.



We will store your data safely.

TO WHOM WE MAY DISCLOSE YOUR PERSONAL DATA

For the achievement of the above-mentioned purposes, your personal data may be disclosed to third parties located within the EU, that will act as data controllers or data processor, as well as they may be shared with the Joint controllers.

The categories of third parties to which we may disclose your data are:

1. IT services suppliers;
2. Companies interested in the services of Umana and of the Joint controllers;
3. Other companies of the entrepreneurial group, only if you are interested.

We point out that among the companies mentioned in point 2 there may be companies interested in signing an employment contract, to which we may disclose your data in order to complete the selection process and/or to offer you training activities before your employment.

If the third party located in the EU acts as data processor, Umana will control that your data is processed by the third party in an appropriate manner. To ensure that this happens, Umana will check that the third party has implemented appropriate measures for the specific treatments and will give it precise instructions and monitor its actions.



In order to provide our services, we could disclose your personal data to third parties, including our suppliers or our client companies

OUR OBLIGATIONS AND YOUR RIGHTS

OUR OBLIGATIONS

We will store in our archives the data you provided to us or we collected from a third party, for a period of 36 months that lasts from the date of obtainment of your consent or, if it comes later, from the last interaction between you and one of the Joint controller, whether it happened through our web channels (e.g. following the access to your online profile or to the modification/updating of the same), or through one of our employees.



We will store your data for 36 months since our last contact.

YOUR RIGHTS

You have several options for managing your personal data that you provided and/or that we collected from third party sources.

Specifically, you have the following rights:

- **Right to erasure** [art. 17 GDPR]: you can ask us to delete your personal data (e.g. if you no longer have need our services). This request can be sent to privacy@umana.it;
- **Right to correct your personal information** [art. 16 GDPR]: you can autonomously modify your personal data by logging in to your account on the Umana website or by asking to one of our branch offices. You can also ask us for changing, updating and correcting your data, especially if not accurate, via email at privacy@umana.it;
- **Right to restriction of processing** [art. 18 GDPR]: you can ask us to restrict the use of your personal data. This request can be sent to privacy@umana.it;
- **Right to access, to obtain a copy of your personal information and right to have data transmitted** [art. 15 and 20 GDPR]: you can ask us to access your personal data stored at our offices and/or our branch offices and to obtain/transfer your personal data in a readable format. To make such a request you can email us at privacy@umana.it;
- **Right to object** [art. 21]: you can ask us to stop using all or part of your data personal. This request can be sent to privacy@umana.it;
- **Right to lodge a complaint** [art. 77 GDPR]: if you believe that your rights have not been respected, you may lodge a complaint with the competent supervisory authority, according to the indications published on its website www.garanteprivacy.it.



We will erase your personal data on your request.



We will modify or correct your data on your request.



We will restrict the processing of your data on your request.



You may withdraw your consent to processing your data.



You may ask us to access, to obtain and/or to transfer your data.