

Privacy statement on the processing of personal data of candidates pursuant to art. 13-14 of the European Regulation n. 679/2016 ("GDPR")

With this document, the Fondazione Toscana Life Sciences (hereinafter "Fondazione") wishes, in relation to and for the purposes of Articles 13 and 14 of the Regulation (EU) 2016/679 for the Protection of Personal Data (hereinafter "GDPR"), to provide candidates the privacy statement on the purposes, methods and scope of communication and dissemination of personal data provided by the candidates themselves, through their application through the website, by e-mail, ordinary mail or during an evaluation interview at the Fondazione.

Regulatory Context

This document is provided to those who spontaneously, or following a specific employees' research made by employees of the Fondazione, send or make available to the Fondazione their curriculum vitae and further information relating to their professional experience, pursuant to art. 13-14 of EU Regulation 679/16 - "European regulation on the protection of personal data ("GDPR").

Personal Data Processing

The subject that determines the purposes and methods of processing of personal data of the candidates is the Data Controller, Fondazione Toscana Life Sciences, via Fiorentina n.1, 53100 Siena (e-mail privacy@toscanalifesciences.org).

All employees and / or collaborators of the Fondazione who have access to the personal data of the candidates, operate under the direct authority of the Data Controller, and are authorized to process personal data after receiving adequate operating instructions.

What data concerning candidates are processed and what sources are used

The Fondazione collects data such as personal, contact and curricular data (i.e. education and professional experience) of the candidate (hereinafter "Data"). The candidate must only provide common data (educational qualifications, personal data, work experience) and must not indicate any data that might reveal racial and ethnic origins, religion, philosophical or other beliefs, political opinions, membership of parties, labour unions, associations or organizations of a religious, philosophical, political or labour union idea, as well as personal data revealing the state of health and sexual life; in regard with the particular data of disabled-workers, in application of the current Italian legislation (68/99) regarding the placement of disabled-people, it is specified not to indicate any pathology, but to indicate only that they have these requisites. The Data is collected directly from the Candidate or from third parties, and, more precisely, from public access sources (e.g. public lists of universities, training institutions, professional registers, ...) or from third-party personnel selection companies, to which the candidate has given consent to the sharing of the same. In such cases, this information is provided upon registration of the candidate's personal data and in any case no later than the first possible communication. In the event of an application in response to a specific announcement, the data may also be processed for future research and selection of employees in line with the candidate's profile.

Purpose of data processing

The data collected is processed in order to proceed with the verification of the skills necessary for the recruitment or for the start of a working collaboration with the Fondazione, as well as for purposes related or instrumental to carrying out the research and selection of candidates.

Legal basis of data processing

The Data is processed for personal selection and pre-contractual / contractual activities requested by the candidate.

Consequences of refusal to data processing

The provision of data is optional and a refusal to provide them will make it impossible for the Data Controller to process the data and, consequently, the impossibility of carrying out the selection activity preventing the application from being taken into consideration to establish any relationships of work with candidates.

Processing methods

The processing of personal data is carried out both with paper and electronic / computer / telematic tools / supports by means of the operations indicated in art. 4 n.2) GDPR and more precisely: collection, registration, organization, storage, consultation, processing, modification, selection, extraction, comparison, use, interconnection, blocking, communication, cancellation and destruction of data. The Data Controller does not carry out treatments that consist of automated decision-making processes.

Recipients

The employees and collaborators of the Fondazione are in charge of the screening of the applications and are duly authorized by the Data Controller, under whose supervision they will operate and from whom they will receive instructions and may become aware of the Data. The Data might also be disclosed to third parties supporting the Foundation in the recruitment process. The updated list of recipients can be requested by sending a request to privacy@toscanalifesciences.org. If expressly authorized by the candidate, the CV may be shared with the companies incubated or affiliated with the Fondazione for their own recruitment processes.

Data retention

The Data will be stored in paper and electronic format for a maximum of 24 months starting from the date of receipt of the candidate's curriculum. After this period the data will be deleted. If instead a working relationship is established, personal data will be kept starting from their receipt / update for a period appropriate to the management of the working relationship.

Data transfer

The data will not be transferred outside the European Union.

Rights of the interested party

The candidate has the right to ask the Data Controller:

1. confirmation that data processing is in progress and, in this case, access to the data and information referred to in art. 15 of the GDPR (purpose of the processing, categories of data, categories of recipients, data retention period);
2. the correction of inaccurate data;
3. the integration of incomplete data;
4. the cancellation of the Data, in the cases provided for by law;
5. the limitation of the processing of data which allows it to obtain, in the cases provided for by law, the marking of personal data stored with the aim of limiting their processing in the future;
6. to receive the Data in a structured format, commonly used and readable by an automatic device and to transmit them to another data controller (so-called portability);
7. to withdraw consent where given;
8. to object in whole or in part to the processing of data, in accordance with the law, where applicable;
9. not to be subjected to a decision based solely on automated processing, including profiling, which produces legal effects concerning you or which significantly affects your person in a similar way;
10. to lodge a complaint, pursuant to art. 77 of the GDPR, to the national supervisory authority of the member state of the European Union in which you have your habitual residence or workplace or where the alleged violation of your right has occurred; if this state is Italy, the person to whom you can contact is the Autorità Garante for the protection of personal data.

These rights can be exercised by writing by e-mail to the following e-mail address:
privacy@toscanalifesciences.org.