

## DOCUMENT ON THE TREATMENT OF PERSONAL DATA

CLINICA DENTALE SRL, as Data controller, outlines the details of the treatment of personal data in your resume and your rights according to the GDPR.

### **What personal data do we collect?**

The Data controller of the GDPR collects and processes the following data:

- Identity data (name, surname, place and date of birth);
- Contact data (address, email, phone number);
- Data about your career;
- Data about your work experience;
- Detailed information (info about your health, racial origin, religious belief, political opinion) only if the candidates have reported them in their resume and only after explicit consent (in absence of which all detailed information will be erased).

### **What will your data be used for?**

The Data controller processes the personal data to evaluate the possibility to start a cooperation.

### **How and how long will your personal data be hold by the Data controller?**

Your personal data will be hold both as hard copy and as file format.

The Data controller will hold the candidates' information only for the time needed to fulfill the purpose to collect them, which are two years after the data is collected.

### **Who will we transfer your data to?**

#### *Internal communication*

The data can be accessed by the cooperators that help the Data controller in the selection process.

#### *External communication*

The Data controller gives the personal information of the candidate to DENTALJOB, the company to which it is outsourced the staff recruitment.

The Supplier can access the data following the standing GDPR rules. The Supplier can give these personal information to third parts, companies in the dentistry and healthcare industry to fulfill its job of staff recruitment with the prior consent of the person concerned.

### **What are your rights as person concerned in the GDPR and how can you exercise your rights?**

The New European Privacy Rules about personal data protection (2016/679) guarantees you specific rights as person concerned.

For each treatment you can exercise the following rights:

- **Right to access:** you have the right to have a copy of your personal data in our possess and that are covered by the GDPR;
- **Right to rectification:** you have the right to rectify your personal data hold by the Data controller if they are not up to date or correct;
- **Right to deny the use of personal data for marketing purpose:** you can ask the Data controller to stop sending marketing information at any time;
- **Right to oppose decisions based solely on automatized processes:** you can ask not to be the addressee of any decision based solely on automatized processes, including profiling activities;
- **Right to withdraw your consent:** you have the right to withdraw your consent for a specific treatment at any time;
- **Right to address the Privacy Authority for privacy protection:** you have the right to address the Privacy Authority for privacy protection if you have any doubt about the personal data processing of the Data controller.

You can also exercise the following rights under some circumstances:

- **Right to cancellation:** you can ask the Data controller to erase your personal data if the objective of the processing has decayed and there is no legal basis or obligation that impose their extension;
- **Right to oppose a treatment:** you can ask the Data controller to limit the treatment operations on your personal data;
- **Right of data portability;** you have the right to obtain a copy of your data in a structured, commonly used and readable format that could be easily transferrable to another Data controller.

If you want to exercise your rights, please email to the following address specifying your request and supplying the information that would allow us to identify you (attaching a copy of your ID): VIA FOGAZZARO, 8/C - VAL LIONA (VI) - Email: [\*\*privacy@clinicadentale.net\*\*](mailto:privacy@clinicadentale.net) .

The Data controller will reply within one month. If for any reason we might not be able to reply to you, you will give you a detailed explanation for the reason we would not be able to fulfill your request.

#### **How can you get in contact with us?**

The current document is to inform you on which of your personal data are collected by CLINICA DENTALE SRL and on how they are processed. If you need any further clarification, please get in contact with the following: VIA FOGAZZARO, 8/C - VAL LIONA (VI) - Email: [\*\*privacy@clinicadentale.net\*\*](mailto:privacy@clinicadentale.net) .