



D-Orbit SpA

Viale Risorgimento, 57 - 22073 To Mornasco (CO)
VAT No. 07373150965

103-INFORMATIVE CANDIDATES
Ver. Ver. 9.0 of 24-10-2019
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PRIVACY POLICY CANDIDATES

We wish to inform you that the "European Regulation 2016/679 on the protection of individuals with regard to the processing of Personal Data and on the free movement of such data" (hereinafter "GDPR") provides for the protection of individuals with regard to the processing of personal data as a fundamental right. Therefore, **D-Orbit SpA**, pursuant to Article 13 of the GDPR, provides you with the following information:

	A. CATEGORIES OF DATA: the subject of the processing may be data subject's personal data such as identification data, contact data, employment history data, recruitment data (including copies of right to work documentation and references). The Data Controller may collect 'special categories of personal data' such as information about the data subject's health, including any medical condition, health and sickness records.
	B. DATA CONTROLLER: the data controller is D-Orbit SpA, Viale Risorgimento, 57 - 22073 Fino Mornasco (CO), VAT number 07373150965 , which can be contacted by telephone on 02.37920900 or by e-mail at privacy@dorbit.space .
	C. SOURCE OF PERSONAL DATA: the data controller typically collects personal information through the application and recruitment process, either directly from candidates or sometimes from an employment agency. The data controller may sometimes collect additional information from third parties including former employers, credit reference agencies or other background check agencies. The Data Controller may also come into possession of data subject's personal data from interviews with the data subject's previous employers.
	D. PURPOSES OF DATA PROCESSING AND LEGAL BASIS: the data controller need all the categories of data in the list above as they are necessary for entering into a potential contractual relationship with the data subject and to enable the data controller to comply with legal obligations. The purposes in which the data controller processes the data subject's personal data are (a) making a decision about the data subject's recruitment or appointment; (b) determining the terms on which the data subject works for the data controller; (c) checking that the data subject is legally entitled to work in the Country where the job position has been opened; (d) assessing qualifications for a particular job or task; (e) dealing with legal disputes with the data subject (f) ascertaining the data subjects fitness to carry out the role and (g) complying with Health and Safety obligations of the Country where the job position has been opened. The data controller needs to have further justification to process 'special categories of personal data'. The data controller may process this type of data where it is needed to assess the data subject's working capacity on health grounds.
	E. DATA RECIPIENTS: within the limits pertinent to the purposes, personal data may be communicated to various recipients such as public and private entities when required by law or to subjects internal and external to the Owner aiding the achievement of the above purposes including but not limited to, collaborators, freelancers, law firms or technical partners.
	F. TRANSFER OF DATA TO THIRD COUNTRIES: the data collected are not subject to transfer to third countries outside the European Community.
	G. STORAGE PERIOD: collected data collected will be stored for no longer than is necessary for the purposes for which the personal data are processed ("principle of storage limitation", art.5.1(e), GDPR) or according to the deadlines required by the laws of the country where the job position has been opened. Obsolescence of the stored data in relation to the purposes for which they were collected is periodically verified.
	H. RIGHTS OF THE INTERESTED PARTY: the data subject always has the right to request the Data Controller to provide access to her data, to rectify or cancel them, to limit processing or not to process the data, to request data portability, to revoke the consent to processing by asserting these and other rights provided by GDPR by simple communication to the Data Controller. The data subject may also lodge a complaint with a supervisory authority.
	I. OBLIGATION TO COMMUNICATE DATA: the provision of data for the above purposes is mandatory for the evaluation of data subject's application, therefore, failure to provide the data will make it impossible for the Data Controller to continue the selection.
	J. DATA PROCESSING METHODS: the personal data provided by you will be processed in compliance with the above-mentioned regulations and the confidentiality obligations that inspire the activity of the Data Controller. The data may be processed both with IT tools, on paper or using any other type of suitable tools (e.g. cloud systems, storage and digital replacement storage systems), in compliance with appropriate technical and organizational security measures stipulated by GDPR.
	L. AUTOMATED DECISIONAL PROCESSES: no automated decision-making processes are foreseen.