

## Privacy Policy

### Information on data processing as per art. 13 EU Regulation 2016/679

We inform you that, in accordance with EU Regulation 2016/679 ("Regulation"), your Personal Data will be processed by ANFIA SERVICE S.r.l. whose registered office is in Corso Galileo Ferraris, 61 - 10128 Turin, in their capacity as data controller ("Holder").

The Holder will process your personal data, certificates and curriculum vitae (art. 4.1 of the Regulations) which are collected by filling in forms for the following purposes:

**a) managing your application form**

The legal basis for the processing of data is identified in the execution of a contract to which the data subject is party to, or the execution of pre-contractual measures adopted at the request of the data subject (art. 6.1.b of the Regulation). The supply of your personal data for the above purposes is optional, however failure to fill in the mandatory fields of the form will not make it possible to complete your application form.

**b) send you promotional communications, advertising and newsletters (information on ANFIA Service courses, publications and initiatives), through automated tools (email);** it is specified that the Data Controller collects a single approval for the marketing purposes described herein, pursuant to the General Provision for the Guarantor for the Protection of Personal Data "Guidelines on promotional activities and contrast to spam" of July 4, 2013; if, in any case, you wish to object to the processing of your data for marketing purposes carried out by the means indicated herein, as well as to revoke the consent given, you can do it at any time by contacting the Data Controller at the contact details indicated in this information notice, without compromise the lawfulness of the processing based on the consent given before annulment.

The legal basis of the processing of data refers to the expression of the data subject's consent to the processing of its own personal data (art. 6.1.a of the Regulation).

The supply of your personal data for the above purposes is optional; there is no consequence in case of your refusal.

Your Personal Data may be shared with:

- individuals authorised by the Data Controller to process personal data after signing a confidentiality agreement (e.g. employees and system administrators);
- companies belonging to ANFIA, third parties involved in the various stages of the organization and delivery of the training activity, third parties involved in the management of the website, some of which act as data processors (for the complete and updated list of data processors please write to [privacy@anfia.it](mailto:privacy@anfia.it));
- persons, bodies or authorities to whom it is mandatory to communicate your Personal Data by virtue of legal requirements or instructions from the authorities.

Regarding the above-mentioned purposes, the processing of personal data is carried out by means of manual, computer and telematic tools and are strictly related to the purposes for which they were collected and, in all cases, in such a way as to guarantee the security and confidentiality of the data itself, in addition to complying with the specific obligations laid down by law.

With regard to the possible transfer of data to third countries, the Data Controller hereby informs you that this will be done in accordance with one of the methods permitted by law, such as, for example, the consent of the data subject, the execution of a contract signed between the data subject and the data controller, or the execution of pre-contractual steps taken at the request of the data subject; the signing or execution of a contract between the data controller and another person or entity in favour of the data subject; the adoption of Standard Clauses approved by the European Commission; the selection of entities participating in international programmes for the free movement of data (e.g. EU-USA Privacy Shield) or operating in countries considered safe by the European Commission. You can get more information by request from the Holder at the above contact.

Your Personal Data will be kept only for the time necessary for the purposes for which it was collected and in compliance with the principle of minimisation referred to in Article 5, paragraph 1, letter c) of the GDPR. In any event, your personal data will be kept for the time necessary for the performance of the



services provided for in the contract. This is without prejudice to any further storage required by law, including that required by Article 2946 of the Italian Civil Code. Further information can be obtained from the Holder.

You have the right to request from the Holder, at any time, access to your Data, the correction or deletion of the data or to refuse its processing, to request the limitation of its processing, or to obtain, in standard format readable by an automatic device the data concerning you as specified in art. 20 of the Regulations.

We also inform you that you have the right to oppose ex art. 21 of the Regulation, for legitimate reasons, to the processing of data, for example you can oppose at any time to the sending of direct marketing with automated tools (email); in addition, it is possible to exercise this right in part, that is, in this case, opposing, for example, only to the sending of promotional communications made through automated tools.

At any time you can revoke ex art. 7 of the Regulation, the consent already given, without compromise the lawfulness of the treatment carried out before the annulment of consent.

You have the right to lodge a complaint with the relevant supervisory authority (Guarantor for the Protection of Personal Data), pursuant to art. 77 of the Regulation, if you believe that the processing of your data is contrary to the legislation in force.

Requests should be addressed in writing to the Holder at the following address: [privacy@anfia.it](mailto:privacy@anfia.it) or to the DPO (Data Protection Officer) at the following address: [rpd@anfia.it](mailto:rpd@anfia.it).