



MIA CARE

## **Privacy Information Notice relating to the processing of an Applicant's personal data**

### **Latest Update 4 March 2022**

MIA s.r.l. and its subsidiaries MIA Care s.r.l. and MIA Fintech s.r.l. (hereinafter "MIA and its subsidiaries") process the personal data of any person applying for a job position (the "Applicant") available in any such companies according to the provisions of EU Regulation n. 2016/679 (hereinafter "GDPR") on the protection of natural persons with regard to the processing of personal data.

Under art. 13 and 14 of the GDPR (art. 14 applies if the resumé is shared by a company specializing in personnel search with which a service agreement is in force), we provide the following information in relation to the processing of an Applicant's personal data during the recruitment process, i.e. from resumé collection to the different recruitment stages including interviews at several levels and technical tests according to the job position being offered.

This Privacy Information Notice is provided by the Joint Controllers, MIA s.r.l., MIA Care s.r.l. and MIA Fintech s.r.l.

**IMPORTANT.** This Privacy Information Notice refers only to the processing of an Applicant's personal data by MIA and its subsidiaries: it does **not** refer to the use of personal data by social platforms or online services from which MIA and its subsidiaries retrieved an Applicant's personal data or resumé as uploaded therein. Applicants shall verify how their personal data are processed by such websites, social platforms and online services.

### **1. Definitions**

**Personal Data:** means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors



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specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person (EU Reg. 2016/679 art. 4 no. 1).

Personal data are a macro-category that includes the following sub-categories: common data (e.g.: identifying data such as name, surname, address, tax code); special or sensitive data (under art. 9 and 10 of the GDPR, data “revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership; genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation”); data relating to court proceedings (ex. criminal convictions).

Processing: means any operation or set of operations which is performed, whether or not by electronic means, concerning the collection, recording, organisation, structuring, storage, processing, adaptation, alteration, retrieval, use, consultation, disclosure by transmission, dissemination or otherwise making available, alignment, combination, restriction, erasure or destruction of personal data, even if such data are not recorded in a database.

Applicant: the natural person/data subject who takes part into the personnel recruitment process by MIA and/or its subsidiaries by spontaneously sending an application or by replying to an invitation by MIA and/or its subsidiaries to take part into the personnel recruitment process.

Data Controller: means the person that determines the purposes, means of processing and the instruments used, including the security profile.

Joint Controllers: means one or more persons that determine together the purposes, means of processing and the instruments used and that determine their respective responsibilities in relation to the obligations as set forth in the GDPR by separate agreement.

Data Processor: means the person that performs certain processing activities according to the Data Controller's instructions.

Person in charge of Data Processing: means the employee and/or associate authorised to process data according to the instructions received from the Controller and/or the Processor.



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## **2. Who handles an Applicant's data**

The Joint Controllers of an Applicant's personal data are:

- MIA s.r.l. Tax Code and VAT No. 08045100966.
- MIA Care s.r.l. Tax Code and VAT No. 11504530962.
- MIA Fintech s.r.l. Tax Code and VAT No. 12139680966,

all with registered office in Milan, Via Leopardi 8 and business office in Via Carlo Imbonati, 18.

Some of the processing operations specified under point 4 are entrusted to Data Processors, as detailed under point 5.

## **3. Which Applicant's data are used.**

MIA and its subsidiaries may collect an Applicant's personal data:

- that are retrieved from the Applicant's resumé that: a) is sent voluntarily by the Applicant by e-mail to [career@mia-platform.eu](mailto:career@mia-platform.eu); b) is published by the Applicant on social platforms and/or websites that specialize in personnel search; c) is shared by companies specializing in personnel search;
- that are shared by the Applicant during the recruitment process; such process includes several interviews at different levels and different technical tests according to the job position being offered.

Out of such data, MIA and its subsidiaries only use data relating to the job position being offered, including but not limited to:

- Surname;
- Name;
- Email address;
- Diploma or Degree;
- Final Grade;
- Previous work experiences;
- Current position, if any;
- Protected group or class, if any;
- Foreign languages, if any;



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- Problem solving skills, as tested during the interviews as part of the recruitment process;
- Technical skills, as tested during the interviews as part of the recruitment process;
- Results of the technical tests (challenge or business case analysis) relating to the skills needed for a specific job position.

In any case, MIA and its subsidiaries do not process any other personal data that may be included in the resumé and that are not relevant, such as: police record, habits (ex. alcohol drinking), health condition and sex life.

#### **4. How an Applicant's data are used**

An Applicant's data relating to the job position being offered are used during the recruitment process with a view to potentially enter into an employment contract.

Such data are processed in compliance with the minimisation principle (i.e. only data that are necessary in relation to the purposes for which they are processed are used, according to art. 8 of the Workers' Charter) based on one the following legal basis:

- processing is necessary for the performance of a contract by the Joint Controllers under art. 6.b of the GDPR;
- processing is necessary for compliance with a legal obligation to which the Joint Controllers are subject (ex. compliance with a regulation on hiring workers from protected groups/classes) under art. 6.c of the GDPR;
- the Applicant has given consent to using his/her profile for any job position other than the job position he/she applied for which is consistent with his/her profile under art. 6.a of the GDPR;

The collection of data and subsequent recording, submission, rectification and/or erasure thereof shall take place by computerised means.

MIA and its subsidiaries process the Applicant's personal data acquired by taking appropriate technical and organisational measures to ensure the safe performance of operations.



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The list of Persons in charge of Data Processing authorised by the Joint Controllers under point 3 for the purposes specified herein may be viewed at the MIA s.r.l. offices, following submission of an email to [privacy@mia-platform.eu](mailto:privacy@mia-platform.eu).

In any case MIA and its subsidiaries shall not use an Applicant's data to send any advertising material or to offer any discounts or invite him/her to join any promotional campaigns of any kind.

## **5. Data Processors and transfer of data to third parties**

MIA and its subsidiaries share an Applicant's personal data with their suppliers that act as Data Processors under art. 28 of the GDPR, i.e. as third parties that are entrusted with certain processing activities.

Specifically MIA and its subsidiaries share data with the following suppliers:

- Workspace by Google Ireland Ltd to: schedule the first interviews; send and receive emails using the Gmail business service;
- HubSpot Ltd to monitor the recruitment process and to be in touch - if consent is given - with an Applicant within a year to ensure follow-up;
- Codility Ltd for the challenges during the assessment interviews;
- Spring Professional, a specialized division of Professional Values s.r.l., for personnel search;

MIA Care s.r.l. and MIA Fintech s.r.l. are supported by MIA s.r.l. as Data Processor for the entire recruitment process under art. 28 of the GDPR.

MIA and its subsidiaries may disclose an Applicant's data to any court in order to comply with a statutory obligation and/or to exercise any rights or remedies in court.

An Applicant's data may be disclosed by one of the Joint Controllers to the other Joint Controllers for the same purposes as described herein (personnel recruitment and execution of an employment agreement).

For further information, an Applicant may send an email to [privacy@mia-platform.eu](mailto:privacy@mia-platform.eu).

## **6. Data storage period and place**



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An Applicant's personal data shall be stored for a maximum period of 18 months from their collection (data may be retrieved from a resumé or shared by an Applicant during interviews).

The Applicant acknowledges that his/her data may be stored both on servers located within the European Union and on servers located in third countries where:

- the transfer is legitimate under art. 45 of the DGPR (adequacy decision);
- the transfer is legitimate based on SCCs entered into with the Data Processor.

For further information on this subject, please send an e-mail to [privacy@mia-platform.eu](mailto:privacy@mia-platform.eu).

MIA and its subsidiaries permanently erase the aforementioned data at the end of such storage period.

## **7. Erasure and other Applicant's rights pursuant to the GDPR**

An Applicant, at any time, may exercise the right to:

- A. obtain confirmation as to whether or not his/her personal data are being processed;
- B. obtain information about the purposes of the processing, the categories of personal data concerned, the recipients or categories of recipient to whom the personal data have been or will be disclosed and, where possible, the period for which the data will be stored;
- C. request from the Data Controller access to the personal data and the rectification or erasure of personal data or restriction of processing concerning him/her or to object to such processing, as well as the right to data portability;
- D. lodge a complaint with the supervisory authority.

In order to exercise the aforementioned rights, an Applicant shall send a written request to [privacy@mia-platform.eu](mailto:privacy@mia-platform.eu).

The request will be processed within thirty (30) business days from its receipt.

## **8. Data Protection Officer**

It is possible to contact the Data Protection Officer appointed by MIA and its subsidiaries by sending an e-mail to: [privacy@mia-platform.eu](mailto:privacy@mia-platform.eu).



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