

EMPLOYEES

Notice on the processing of personal data pursuant to Article 13 of Regulation EU No 2016/679 (the "Regulation")

Dear Employee,

Citifocus Ltd hereby informs you that your personal data will be processed in accordance with the Regulation and in compliance with the notice set forth below.

Contents:

1. Personal data controller
2. Object of the processing
3. Cookies
4. Data security
5. Purposes and legal basis of the processing
6. Submission of data and consequences in the event of refusal of consent
7. Recipients of data
8. Transfer of data outside the European Union
9. Data retention period
10. Rights of the data subject
11. Data protection officer
12. Amendments to the notice

1. Personal data controller

The data controller is the company Citifocus Ltd (hereinafter the "**Controller**" or the "**Company**"), with registered office at Warwick House, 65-66 Queen Street, London EC4R 1EB (UK), e-mail: info@citifocus.co.uk.

2. Object of the processing

The processing may concern the following personal data: forename and surname, date and place of birth, tax code, residence, telephone and mobile number, e-mail address, any Skype contact, marital status, family responsibilities, IBAN code, qualifications, etc. We hereby inform you that some data defined by the law as 'special' may be subject to processing (i.e. data that reveal, for example, racial or ethnic origin, political opinions, religious or philosophical beliefs or trade union membership, genetic data, biometric data or data concerning health), provided that the processing of such information is necessary to satisfy requirements imposed by law, regulations or collective agreements concerning labour law, social security and welfare, workplace health and safety, as well as tax and trade union matters. Lastly, we wish to inform you that the processing may also concern some data of your family members (e.g. for the purposes of paying an allowance for your household), including: forename and surname, tax code, date and place of birth, kinship, residence, any incapacities/disability or income.

3. Cookies

We hereby inform you that we may collect data concerning your visits to our website (including, but not limited to, your IP address, browser type, location from which you visited our site), chiefly in order to simplify your future visits and improve your user experience.

For more details concerning the cookies used, please read our cookie policy here:

<https://www.citifocus.co.uk/jobboard/cands/cookie-policy.asp>.

4. Data security

Your data will be processed using both electronic and manual tools (paper documentation) and protected with suitable security measures that ensure their confidentiality and integrity.

We follow rigorous security procedures in the storage and disclosure of personal data, to ensure protection against accidental loss, destruction or damage.

We may disclose your information to the third parties referred to in paragraph 7 for the purposes indicated in this Notice. We require all third parties to adopt adequate technical and operating security measures, to protect personal data. Such measure must be in line with EU data protection legislation.

Should you have any suspicions of improper use or loss or unauthorised access of your personal data, you should notify us immediately by sending an e-mail to the Data Protection Officer at the address indicated in paragraph 11.

5. Purposes and legal basis of the processing

- a) We will process your personal data for the performance of the supply contract, pursuant to Italian Legislative Decree 81/2015, or the required pre-contractual measures. This processing does not require your consent, pursuant to Article 6(2)(b).

We wish to make clear that the aforementioned purpose may also include the processing of your data to enable you to participate in training courses, organised by the Company, group companies (subsidiaries and associated companies) and commercial partners, intended to qualify your professional skills.

- b) We may also process your data: to satisfy legal obligations or to exercise rights laid down by legislation concerning employment law, social security and social protection.

Processing for these purposes also does not require your consent, pursuant to Article 6(1)(c) and Article 9 (2)(b) of the Regulation.

6. Submission of data and consequences in the event of refusal of consent

The submission of data for the purposes indicated in letters a) and b) of the previous paragraph is mandatory. Failure to do so will make it impossible to conclude and perform the employment contract.

7. Recipients of data

The data may be made accessible, brought to the attention of or in any way disclosed to the following parties:

- employees and/or any agents of the Controller, who have been adequately instructed and authorised for such processing;
- Parties, natural or legal persons, called upon by the Controller for the conducting of activities necessary for achieving the purposes indicated above (purely by way of example: IT and applications service providers, website operators, lawyers, employment consultants, workplace health and safety experts, qualified physicians, training course providers, etc.), all of whom shall be appointed Data Processors;
- Parties, public or private, to which the Controller is required to disclose data, in accordance with legal or contractual obligations (e.g. INPS (Italian National Institute for Social Security), INAIL (Italian National Institute for Workplace Injury Insurance), Direzione Territoriale del Lavoro (Territorial Labour Office), job centres, the offices of the Financial Administration, EBITEMP (the national bilateral temporary work body), FORMA.TEMP (the training fund for workers on supply contracts), etc.).
- In addition, your data will be disclosed to our clients/user companies for the performance of the supply contract.

Your personal data will not be made public.

8. Transfer of data outside the European Union

In carrying out its ordinary activities, our Company may call on certain suppliers who operate outside the European Union.

In this case, we wish to inform you that transfer will only take place if the guarantees stipulated in articles 44 et seq. of the Regulation apply.

In particular, should there be no adequacy decision (Article 45 of the Regulation), our Company has prepared contractual instruments containing the standard contractual clauses approved by the European Commission which offer protection for personal information transferred to non-European Union countries (Article 46 of the Regulation).

You may request more information about the contractual clauses in use and/or a list of suppliers who operate abroad from our Data Protection Officer at the address indicated in paragraph 11.

9. Data retention period

Your personal data will be kept for the full duration of the employment relationship and for a further ten years, in order to satisfy all legal requirements in force.

10. Rights of the data subject

We wish to inform you that you may exercise the following rights:

- To obtain confirmation as to whether or not personal data concerning you are being processed;
- Where that is the case, to obtain access to the personal data and information concerning the processing, as well as to request a copy of the personal data;
- To obtain the rectification of inaccurate personal data and to have incomplete personal data completed;
- To obtain, where one of the grounds laid down in Article 17 of the Regulation applies, the erasure of personal data concerning you;
- To obtain, in the cases stipulated in Article 18 of the Regulation, restriction of processing;
- To withdraw your consent at any time to the processing of data for the purposes for which such consent was sought. (The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal);
- To receive the personal data concerning you in a structured, commonly used and machine-readable format and to request that they be transmitted to another controller, where technically feasible;
- To object to the processing of your personal data where a personal (or third-party) legitimate interest is invoked and where there are elements pertaining to a specific personal situation, which leads you to object to the processing. You also have the right to object to the processing where your personal information is used for direct marketing purposes.
- To lodge a complaint with the Personal Data Protection Authority if you consider that your rights have been infringed, according to the procedures indicated on the website of the Authority: ico.org.uk

If you wish to exercise one of these rights, please contact our Data Protection Officer, using the contact details provided in paragraph 11 below.

You shall not incur any cost for accessing your personal information (or for exercising one of the other rights).

However, if the request for access is clearly unfounded or excessive, we may charge you a reasonable sum.

Alternatively, we may refuse to grant your request in such circumstances.

We may need to ask you for specific information, which will help us to confirm your identity and guarantee your right to access information (or exercise any of the other rights). This is a further security measure aimed at ensuring that personal information is not disclosed to persons who are not entitled to receive it.

11. Data protection officer

The Data Protection Officer, appointed by the Controller, may be contacted by:

- mail addressed to: Warwick House, 65-66 Queen Street, London EC4R 1EB (UK) FAO The Data protection officer;
- e-mail to: dpo@injob.com.

12. Amendments to the notice

Our Notice on the processing of personal data may be modified from time to time and any amendment will be announced by e-mail or through a notification on our website.