

Dear Sir/Madam,

This notice informs you about how the personal data you provide will be processed during the staff selection process.

## 1. WHO IS THE DATA CONTROLLER?

The Data Controller is **APPRENDO S.r.l.**, located at Via delle Erbe no. 9, 33100 Udine, Italy (VAT no. 03029040304). For information about data processing, you can contact us at the following email address: [help@viblio.com](mailto:help@viblio.com).

## 2. WHAT PERSONAL DATA DO WE COLLECT AND PROCESS?

The following personal data may be processed:

- Identification data, remuneration details, educational background, and other data provided by you or included in documents submitted during the selection process;
- Contact details;
- Employment history and qualifications obtained.

## 3. FOR WHAT PURPOSES DO WE PROCESS PERSONAL DATA, AND WHAT IS THE LEGAL BASIS?

The data will be processed for the following purposes:

**a. Staff selection process:** Personal data obtained through your CV and/or provided directly by you will be processed to carry out selection procedures and evaluate the qualifications required to establish an employment relationship. **Legal Basis:** The processing is lawful as it is necessary for the implementation of pre-contractual measures requested by the candidate.

We also inform you that the processing of any special categories of personal data is necessary to fulfill obligations and exercise rights related to labor law, workplace safety, and social protection, as well as to execute the employment contract and comply with current regulations.

## 4. NATURE OF DATA PROVISION

Providing the requested data is necessary for the proper conduct of the selection process. Failure to provide the requested data will prevent the Data Controller from achieving the aforementioned purposes and completing the selection process.

## 5. PROCESSING METHODS AND RETENTION PERIOD

Data related to the selection process will be processed by internal staff using management software and productivity tools (email, calendars, video conferencing software, etc.) and may also be stored in paper and digital formats in company archives.

**Retention period:** Data will be retained for the period necessary to achieve the purposes outlined above in connection with the selection process, and in any case, for no longer than 36 months, after which it will be deleted.

## 6. WHO MAY YOUR PERSONAL DATA BE DISCLOSED TO?

Some information may be communicated or made accessible to the following categories of entities:

- Companies providing IT system maintenance and support or data storage solutions;
- Other entities or companies performing activities instrumental to the purposes outlined above on behalf of the Data Controller.

A detailed list of all recipients will be provided upon request.

As required by the Privacy Authority's Resolution of November 27, 2008, we inform you that your data may be incidentally or residually processed by System Administrators designated by the Data Controller. An updated list of System Administrators is available upon request.

## 7. RIGHTS PROVIDED BY LAW

The European data protection law ("GDPR") grants a series of rights that can be exercised to maintain control over your data. To exercise your rights, please write to [help@viblio.com](mailto:help@viblio.com). We are required to respond within 30 days of receiving your request and will strive to address it as quickly as possible.

- Right of access:** The right to obtain information about the processing of personal data, access the data, and receive a copy, including via commonly used electronic means. We commit to providing a summary of the data in our possession, such as identification data, contact information, or inquiries received via contact forms or email.
- Right to rectification:** The right to request the updating, integration, or correction of data. If you believe the data is incorrect or outdated, we will work to resolve the issue.
- Right to data portability:** You may request the transfer of data processed under the contract or based on your consent, even directly to another data controller.
- Right to erasure:** The right to request the deletion of stored data. In certain cases, you can request direct deletion, and we will act promptly. However, not all data can be deleted upon request, as some may be required to comply with legal obligations or remain in use.

- e. **Right to restriction and objection:** The right to request the restriction of processing or to object, in whole or in part, to the processing of personal data. In case of a request for restriction, we are required to suspend all operations involving your data for a determined period.

If you believe one or more processing activities carried out by us may violate regulations or that your rights have not been adequately protected, you can file a complaint with the supervisory authority in your place of residence or where the alleged violation occurred. In Italy, you can contact the Data Protection Authority ("Garante Privacy").