

**Dear Sir/Madam,**

This notice will allow you to understand how the personal data you provide will be processed during the recruitment process.

### **1. WHO IS THE DATA CONTROLLER?**

The data controller is **APPRENDO S.r.l.**, with its legal headquarters at 33100 Udine, via delle Erbe n. 9 (P.I. 03029040304). For information about data processing, you can write to the following e-mail address **help@viblio.com**.

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

The following personal data may be processed:

- Personal details, salary information, educational background, and other data provided by you or included in documents submitted during the selection process;
- Contact information;
- Data related to 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:

**Recruitment Process.** Personal data obtained through the curriculum vitae and/or directly provided by the candidate will be processed to carry out selection procedures and assess the skills necessary for establishing an employment relationship. **Legal basis:** Execution of pre-contractual measures requested by the candidate.

Additionally, we inform you that the processing of any special categories of personal data related to you is necessary to fulfill obligations and exercise rights in matters of labor law, safety, and social protection, as well as to execute the employment contract and comply with applicable regulations.

### **4. NATURE OF DATA PROVISION**

The provision of the requested information is necessary and essential for the proper execution of the selection process. Failure to provide such information will prevent the Data Controller from achieving the aforementioned purposes and completing the recruitment process.

## 5. METHODS OF PROCESSING AND RETENTION PERIOD

Data related to the recruitment process will be processed by internal personnel, including through management software and work suites (email, calendars, video conferencing software, etc.). They may also be stored in both paper and digital form in the company's archives.

**Retention period:** The data will be retained for the time necessary to achieve the aforementioned purposes related to the selection process, but in any case, for no longer than **36 months**, after which it will be deleted.

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

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

- Companies providing IT system support and maintenance or suppliers of digital storage systems;
- Other entities or companies that carry out activities instrumental to the aforementioned purposes on behalf of the Data Controller.

A detailed list of all recipients will be provided upon request by the data subject.

As stipulated by the Privacy Authority's Provision of November 27, 2008, we inform you that your data may be subject to incidental or residual processing by System Administrators appointed by the Data Controller. The updated list of System Administrators is available upon request by the data subject.

## 7. RIGHTS PROVIDED BY LAW

The European data protection law ("GDPR") provides a series of rights that can be exercised to maintain control over your data. To exercise your rights, you can write to **help@viblio.com**.

We are required to respond within 30 days of receiving your request, and we will do our best to reply as quickly as possible.

**Right of Access:** The right to obtain information regarding the processing of personal data, to access it, and to receive a copy, including through commonly used electronic means. We are committed to providing a summary of the data we hold, such as personal details, contact information, or requests received via contact forms or email.

**Right to Rectification:** The right to request the updating, supplementation, or correction of data. If you believe that your data is incorrect or outdated, we will do our best to resolve the issue.

**Right to Data Portability:** You can request the transfer of data processed for the execution of a contract or based on your consent, including direct transfer to other data controllers.

**Right to Erasure:** The right to request the deletion of stored data. In some cases, you may request immediate deletion, and we will proceed as quickly as possible. However, not all data can be deleted upon request, as some may be necessary to fulfill legal obligations or still in use.

**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. If a request for restriction is made, we are required to suspend all data processing operations for a specified period.

If you believe that one or more of our data processing activities may be in violation of regulations, or if you feel that your rights have not been properly protected, you can file a complaint with the Supervisory Authority in the country where you reside or where the alleged violation occurred. In Italy, you can contact the Garante per la Protezione dei Dati Personali.