

PRIVACY NOTICE FOR RECRUITMENT



Assicurazioni Generali S.p.A. processes your personal data

Assicurazioni Generali S.p.A. (hereinafter also the Company), with registered office in Trieste at Piazza Duca degli Abruzzi no.2, processes your personal data as **Data Controller**.

If you wish to receive more information, you can use the following contact channel:



human-resources.gcc@generali.com.

For any questions or if you wish to exercise a right in respect of the processing of your personal data, you can contact our **Data Protection Officer**:



By email at:

dpoag@generali.com



By traditional mail at:

Assicurazioni Generali, Piazza Cordusio no. 2, 20123 Milano
to the attention of the Data Protection Officer.



How we use your personal data and on the basis of which ground

We process your personal data in the context of the staff recruitment for our business with the purpose of performing all necessary activities to find appropriate candidates to fill our job openings and select appropriate candidates. In particular, we use your personal data to:

1. Consider your application in respect of a role for which you have applied or for other roles that may match with your profile;
2. Communicate with you in respect of the recruitment process;
3. Enhance any information provided by you with information obtained from any third party data providers. Processing of your personal data is based on the Company's legitimate interest, to the extent that this is strictly necessary to pursue this legitimate interest and based on a proper balancing with your fundamental rights and freedoms.



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Why the provision of your personal data is required

For managing the recruitment process, the communication of your personal data is optional. However, the failure in the communication or the partial or inaccurate communication may have, as consequence, the impossibility, for you, to apply for the job position and, for the Company, make an assessment of your profile.



Which personal data we use

We process only the personal data **strictly necessary** to achieve the purposes above indicated. We mainly process:

1. Biographical and identification data;
2. Information relating to your employment history, skills and experience; in addition to any other personal data provided by you, if any.

Personal data can be provided directly by you or public sources (lists, records, public documents known by anyone), as well as collected by third parties (including, for example, companies of Generali Group, head hunting companies, etc.).



With whom we share your personal data

Our staff process your personal data with modalities and procedures, also in electronic form, appropriate to ensure an adequate level of security.

Your personal data can be shared only with **third parties** which have been assigned with the task to perform some activities concerning our recruitment process. Depending on the activity performed, third parties act as **Data Processors**, **Joint Controllers** or Data Controller.

Third parties may include providers which facilitate the activity of linking the provided information with other publicly available information about you that you have published on the Internet.

Our staff and third parties which process your personal data for the purposes above indicated – exception for Data Controllers – receive proper instructions about the correct modalities of the processing. Your personal data are not disseminated.

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Where we transfer your personal data

As a general rule, we do not transfer your personal data in Countries outside the European Economic Area.

In exceptional cases, limitedly for the purposes indicated above, we may transfer your personal data to a third party above described or to a public body requesting it, also in Countries outside the European Economic Area.

In any case, the transfer of Your personal data is performed in compliance with the applicable laws and international agreements in force, as well as on the basis of appropriate and suitable safeguards (such as, for example, transfer to a Country ensuring an adequate level of protection or adopting the standard contractual clauses approved by the EU Commission).



The rights you can exercise in respect of the processing of your personal data

You can exercise the following rights in respect to your personal data:

Access

You may request access to your personal data to receive information, for example, about the categories of personal data that the Company is currently processing;

Rectify

You may ask the Company to correct personal data that is inaccurate or incomplete;

Erase

You may ask the Company to erase personal data where one of the following grounds applies;

- ◉ Where the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed;
- ◉ You withdraw consent on which the processing is based and where there is no other legal ground for the processing;
- ◉ You object to automated decision-making and there are no overriding legitimate grounds for the processing;
- ◉ The personal data have been unlawfully processed;
- ◉ The personal data have to be erased for compliance with legal obligation in Union or Member State law to which the Company is subject;
- ◉ The personal data have been collected in relation to the offer of information society services.

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Restrict

You may ask the Company to restrict how it processes your personal data where one of the following applies;

- ⦿ You contest the accuracy of your personal data, for a period enabling the Company to verify the accuracy of your personal data;
- ⦿ The processing is unlawful and you oppose the erasure of the personal data and request the restriction of their use instead;
- ⦿ The Company no longer needs the personal data for the purposes of the processing, but they are required by you for the establishment, exercise or defense of legal claims;
- ⦿ You have objected to processing pursuant to the right to object and automated decision-making, pending the verification whether the legitimate grounds for the Company override those of you.

Portability

You may ask the Company to transfer the personal data you have provided us to another organisation or / and ask to receive your personal data in a structured, commonly used and machine readable format.

In case you provided your consent to the processing of personal data, you may withdraw consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal.

If your personal data are transferred outside the European Economic Area, you have the right to obtain copy of such data as well as indication of the Country/Countries where the data have been made available.

You can exercise your rights by contacting our Data Protection Officer at the contact details above indicated. The request of exercise of rights is free of charge, unless the request is manifestly unfounded or excessive.



Your right to object to the processing of your personal data

You have the right to object to the processing of your personal data and request the stop of the processing operations when they are based on the legitimate interest (see *How we use your personal data and on the basis of which ground*).

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Your right to lodge a complaint to the Supervisory Authority

In case you consider that the processing of your personal data infringes the applicable privacy laws, you have the right to complain to the Italian *Personal Data Protection Authority – Garante per la Protezione dei Dati Personali* with the modalities indicated on the Authority's website (www.garanteprivacy.it).



How long we retain your personal data

For achieving the purposes above indicated, your personal data can be retained for a period of 12 months.

Changes and updates of the privacy notice

Also considering possible amendments of the applicable privacy laws, the Company may integrate and/or update, wholly or partially, this privacy notice. Any changes, integrations or updates will be communicated in compliance with applicable laws.



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