

**PRIVACY NOTICE REGARDING CURRICULUM VITAE (SECTION 13 OF EU REG. 679/16)**

Dear Sir/Madam,

In accordance with section 13 of the EU Personal Data Protection Regulation, we wish to inform you that the personal data you have provided to the undersigned Institute will be processed in compliance with the above-mentioned regulation. Please note that the term "processing" refers to any operation or series of operations performed with or without the aid of electronic equipment or any form of automation, concerning the collection, registration, organisation, conservation, consultation, processing, modification, selection, extraction, comparison, use, interconnection, blocking, communication, dissemination, erasure and destruction of the data subject's personal data.

**Purposes of processing**

The personal data collected from the data subject will be processed and used to respond to the data subject's request, and specifically to proceed with verification of compliance with the requirements for hiring and/or initiating collaboration.

**Data collection methods**

The data subject's personal data may be collected by receiving information on the candidate's work experience and education (in the form of a Curriculum Vitae, hereafter abbreviated C.V.) via post, e-mail, direct delivery, web form, or any other means of communication. The data subject's C.V. may be received if it is submitted by the data subject spontaneously or in response to an announcement regarding the identification and selection of personnel by the writer.

Additional personal data may subsequently be collected from the data subject during the interview, collected in a special record of assessment which will be stored along with the curriculum and for the same amount of time.

In a service sector characterised by very high personnel turnover and exchange, data may be kept for a longer time than is normally required in order to improve efficacy in the event that a position should come free, for if the Institute already has the CVs and records of assessment acquired in previous interviews at its disposal, it may rapidly identify the most suitable candidate; this extension of data storage time does, however, require your specific consent (withholding consent to storage of your data for 60 months will have no impact on the results of the selection process, but data storage time will be reduced to 12 months).

**1) If CVs are received in response** to an announcement stating that the writer will be seeking and selecting personnel, ISTITUTO PER GLI STUDI DI POLITICA INTERNAZIONALE will only consider those candidacies which meet the requirements for an assessment interview.

Data on the persons interviewed, or considered of interest for potential future opportunities, may be processed by ISTITUTO PER GLI STUDI DI POLITICA INTERNAZIONALE with the data subject's consent, to be provided at the time the first contact is established.

Specially appointed persons entrusted with the processing may enter personal data in ISTITUTO PER GLI STUDI DI POLITICA INTERNAZIONALE's archives, in either print or electronic form, and store the data for 60 months (or for 12 months, if consent for storing the data for 60 months is withheld).

At the end of this time period, the data will be destroyed.

**2) If the data subject supplies the personal data spontaneously**, and not in response to any advertisement or announcement, the CV submitted will be destroyed immediately if the candidacy is not of interest to the Institute.

If, on the other hand, it is of interest for ISTITUTO PER GLI STUDI DI POLITICA INTERNAZIONALE, the office in charge of assessing candidacies must, upon contacting the data subject for the first time, supply a privacy notice and obtain the data subject's consent to processing of his or her personal data for the purposes described above. The maximum storage time for CVs of interest to the Institute is 60 months (or 12 months if consent is not given) from the date on which they are received.

Following the expiration of this time period, curricula will be destroyed.

**Obligatory nature of conferral of data and consent**

Data conferral is optional, and it is up to candidates to decide whether to submit their curriculum vitae. Failure to supply any data that may subsequently be requested by the Data Controller shall make it impossible to proceed with verification of compliance with the requirements for hiring and/or collaboration and therefore for employment of the candidate by the Data Controller.

Consent for data processing is not necessary under Reg. 2016/679, as only the data contained in curricula spontaneously submitted by data subjects need be processed for the purposes of establishing a relationship of employment or collaboration. The same shall apply to any sensitive data that the data subject may supply in the same way, for which consent is excluded under the same regulation.

Candidates will be asked to give specific consent to data processing for any additional purposes when they are summoned for an interview.

**Nature of the personal data**

Personal data collected shall include only ordinary data, including the photograph provided with the C.V., and so the candidate shall not be required to provide particular data, as defined in section 9 of Reg. 2016/679, or sensitive data, as defined in Legislative Decree 196/2003 (such as information on health).

The exception is cases in which this type of data must be known in order to set up an employment relationship, with specific reference to the data subject's membership in specific protected categories and any medical examinations that may be required prior to hiring.

**Methods of processing**

Personal data collected by the methods described above shall be processed using both manual and electronic methods, with the greatest security in order to protect the data subject's rights and freedoms. There shall be no processing involving use of automated decision-making processes on the data processed.

**Communication and dissemination of personal data**

The data collected shall not be disseminated. In addition to the Data Controller, your data may come to the knowledge of persons in charge of the processing involved in the process of assessment and selection of candidates.

Istituto per gli studi di politica Internazionale (International Political Studies Institute)  
Palazzo Clerici, Via Clerici, 5  
20121 - Milano - MI

In relation to this data, the data subject may exercise his/her rights under section 15 (access), section 16 (correction), section 17 (erasure), section 18 (limitation), section 20 (portability) and section 21 (objection) of EU Regulation 679/2016.

The data subject may exercise these rights at any time by sending a letter by registered mail with return receipt to – **Istituto per gli Studi di Politica Internazionale** of Milan at the address Palazzo Clerici, Via Clerici 5 – 20121 Milan, or by sending an e-mail to [privacy@ispionline.it](mailto:privacy@ispionline.it)

**Data Controller and Data Processor**

**Istituto per gli Studi di Politica Internazionale** of Milan, Palazzo Clerici, Via Clerici 5 – 20121, Milan. An updated list of data processors and persons in charge of the processing is kept in the Data Controller's registered offices.

**STATEMENT OF CONSENT**

I, the undersigned \_\_\_\_\_ hereby declare that I have carefully read and understand the contents of this document and consent to use of my personal data in compliance with Legislative Decree no. 196 of 30.6.2003 ( the "Privacy Code") and EU Regulation no. 2016/679 (the "GDPR") for the supply of the Services and for communication of my data classified as personal data under the above-mentioned law, within the limits and for the purposes and duration identified in the notice. Failure to provide such consent will make it impossible to proceed with verification of compliance with the requirements for hiring and/or collaboration and therefore for undertaking an employment relationship with the Data Controller.

AND

I specifically consent to storage of my curriculum and record of assessment for 60 months. Withholding consent to storage of your data for 60 months will have no impact on the results of the selection, but data storage time will be reduced to 12 months.

I consent    I do not consent

Date .....

Signature.....