

## APPLICATION INFORMATIONS ON THE PROCESSING OF PERSONAL DATA

(Articles 13 and 14 of EU Regulation 2016/679)

Dear User,

In order to proceed with the registration that will allow you to apply for job offers or propose your candidacy on the [www.travelmar.it](http://www.travelmar.it) website, on the "Work with us" page, we need to acquire some of your personal data and, therefore, in accordance with Articles 13 and 14 of the EU Regulation 2016/679, we provide you with the following informations:

- PURPOSE OF THE PROCESSING:** The collection and processing of personal data by the Data Controller are exclusively aimed to perform activities of research, selection and evaluation of personnel for its company. The data processing is regulated by the GDPR and will be carried out both manually and with the help of computer and telematic media in order to ensure the security and confidentiality of the processing. The data will be stored in computer and paper files.
- DATA COLLECTION:** On the internet website, Travelmar.it, the User will find an application form to fill out with all the personal data, education and professional experience or can send an e-mail with a Curriculum Vitae to apply for both job openings and unsolicited application. The collection is only related to personal data, biographical data, education and professional training and professional experience. It is specified that the Owner will only process data that are relevant to the assessment of professional aptitude and strictly necessary for the establishment of the employment relationship.
- OPTIONAL DATA PROVISION - IMPLICATIONS OF WITHHOLDING CONSENT:** The Candidate will be free not to provide personal data. It should be noted that in absence of consent for the treatment of personal data it will not be possible to review the application for any personnel selection and evaluation process. The Data Controller requires candidates to indicate at the bottom of their Curriculum Vitae the data processing consent.
- COMMUNICATION AND DISTRIBUTION OF DATA:** The data processed by the Data Controller will not be transferred and/or disseminated to third parties and will be used exclusively for the purposes referred to in point 1. The Managers or Appointees and the resources involved in the personnel selection process may have access to the data within the limits and according to the modalities referred to in the respective assignments and exclusively for the pursuit of the purposes referred to in point 1.
- DATA TRANSFER:** The data will be processed and stored by using informatic and paper tools as appropriate to guarantee their integrity, security and confidentiality.
- DATA CONTROLLER:** The Data Controller is TRA.VEL.MAR. S.r.l., registered office Via Largo Duchi Piccolomini, n. 4 – 84011 – Amalfi (SA) Italy, in the person of the CEO Marcello Gambardella.
- DATA PROTECTION RESPONSIBLE:** The Data Protection Responsible is Dr Sonia Tierno – Corso Europa, 55 – 84098 – Pontecagnano Faiano (SA), e-mail: [soniatierno@gmail.com](mailto:soniatierno@gmail.com). Pec: [soniatierno@pec.it](mailto:soniatierno@pec.it), tel. 081 18558996.

8. **RIGHTS OF THE DATA SUBJECT:** The GDPR provides a series of rights for the data subject, namely the right of access to personal data, the right to obtain the rectification or cancellation of the same or the limitation of the processing concerning him, the right to object to processing, the right to data portability, the right to withdraw consent, where applicable. The withdrawal of consent does not affect the lawfulness of the processing based on the consent given before the revocation and the right to lodge a complaint with the Data Protection Authority.
  
9. **HOW TO EXERCISE THE RIGHTS:** You can exercise your rights at any time by sending an e-mail to: [info@travelmar.it](mailto:info@travelmar.it)