

Internal regulation for the protection of personal data

Information in accordance with Articles art. 13-14 EU REG 2016/679 given to CANDIDATES involved in personnel selection procedures - “Public Audition by Examination” (hereafter, also “interested party”)

1. WHICH DATA ARE PROCESSED

The following may be processed:

- a) data and information provided by the interested party or by subjects delegated or authorized by them (also by filling in personal data sheets, sending of curricula, etc.);
- b) data from public registers, lists, deeds or documents which are in the public domain;
- c) data relating to pre-contractual information (curriculum vitae, data that can be freely acquired from public sources and/or provided by persons in charge of the selection, etc.);
- d) data originating in the course of any checks and interviews in which the candidate participates and on the occasion of any assessment of the psycho-physical suitability for the job (e.g. subjective assessments of the candidates by officers appointed by the Foundation and possibly, confirmation/medical certificates issued in the pre-employment phase by the Company Doctor). The data mentioned above may also include, only if pertinent and necessary in relation to the purposes indicated below, data relating to criminal convictions and crimes and/or particular categories of data such as: *personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs or trade union membership, as well as processing genetic data, biometric data intended to uniquely identify an individual, data relating to health or sex life or sexual orientation of the person*. Among the data mentioned in point 1 the following categories, for example, are included:
 - the manifestation, in cases provided by law, of conscientious objection;
 - membership of parties, trade unions, associations or organizations of a political or trade union nature,
 - data collected with reference to medical conditions, including work-related illnesses, disability, infirmity, psychophysical suitability to carry out certain tasks or belonging to a protected category.

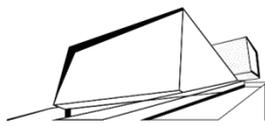
1.1 why these data can be processed

The data indicated above can always be processed in relation to the purposes indicated below:

- as needed for the execution of pre-contractual measures adopted at the request of the interested party;
- in pursuit of a legitimate interest of the data controller consistent with the protection of assets and correctness and effectiveness of the selection process and the checking of the statements made (in particular with reference to the purposes set out below in point 3, letters d and e);
- made manifestly public by the interested party and/or sourced from public registers in the public domain;
- the interested party having given his/her consent, (in particular, relating to the processing of some specific categories of data not already contained in the curricula voluntarily submitted by the candidate and for further conservation for future selection purposes).

2. DATA SOURCE

The data referred to in point 1



- are provided by the interested party himself/herself or by third parties acting on his/her behalf or authorized by him/her (e.g. family members, personnel selection agencies, schools/training institutions, associations, etc.);
- are acquired from sources in the public domain (public registers, lists, deeds or documents accessible to anyone, etc.);
- originate during any interviews or tests in which the candidate participates and during any assessment of the psycho-physical suitability for the job (e.g. confirmation/medical certificates issued in the pre-employment phase by the Company Doctor and subjective assessments of employers);
- are provided, in some cases, by previous employers - reference persons indicated by the candidate.

3. WHY THE DATA IS PROCESSED

The personal data will be processed for the following purposes:

- a. the management of all activities connected/related to public selection notices as reported in the notices themselves;
- b. the evaluation of the candidate for the purpose of possible employment;
- c. conservation and insertion in a database for possible future employment, also as a non-employee;
- d. to check the entirety of the data submitted by the candidate; it must be specified that the completion of the data necessary for a correct assessment of the candidate is an essential requirement for participation in the selection process;
- e. to supplement the information provided by the interested party by drawing from public registers, lists, deeds or documents in the public domain, also available on the web/internet, checking their reliability, credibility and likelihood, this always with reference to the professional aptitude of the candidate and to characteristics/data which could affect work activity methods or which constitute an essential and decisive requirement for the carrying out of the job/duty for which the candidate is being assessed;
- f. to fulfill lawful obligations, regulations or community legislation;
- g. to protect a legitimate interest, enforce or safeguard a right.

4. HOW THE DATA ARE PROCESSED and storage times

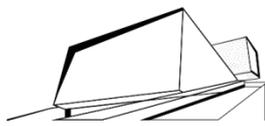
In relation to the aforementioned purposes, the processing of personal data may take place with printed, IT and Web tools and will include all the steps or set of steps necessary for the processing in question, including disclosures in the areas referred to in this document and any checks on the accuracy of the data submitted by the interested party on his/her curriculum vitae; all the while guaranteeing the most absolute confidentiality, relevance and not exceeding the purposes described above.

Even if the candidate is not immediately selected, the above data will be kept further for the period indicated on the selection notice or, still for selection purposes, for a period not exceeding 24 months following the most recent contact made with the interested party bearing in mind that, after 12 months, only the name, contact details and general indication of the position of interest will be used, for the purpose of requesting the interested party to update the data and confirm his/her availability.

5. BY WHOM THEY MAY BE PROCESSED

For the same purposes, the data may be processed by the following categories of appointees and/or managers:

- resources designated for system maintenance needs;
- the evaluation of core components;



- companies/consultants in charge of carrying out selection/verification activities on behalf of the Data Controller;
- staff administration personnel.

It is understood that the subjects indicated above are authorized to use the data within the limits of what is necessary in the carrying out of their tasks.

6. TO WHOM IT MAY BE DISCLOSED

The personal data relating to the processing in question may be communicated to individuals (companies/consultants) in charge of carrying out selection/verification activities on behalf of the Data Controller.

Naturally, the communications described above are limited only to the data necessary for the recipient Entity to carry out its duties and/or to achieve the purposes connected to the communication itself, always with reference to what is listed in point 3 above.

6.1 transfer abroad

Personal data will be transferred to individuals located outside the European Union to the country in which the interested party resides or is located, exclusively in the event of lawful requirements referred to in point 1 and in compliance with current legislation.

7. DISTRIBUTION

Unless further communication or specific consents are given, personal data are not intended for distribution.

8. WHEN IT IS MANDATORY TO COMMUNICATE YOUR DATA

The communication and updating of personal data are obviously optional, as is the provision of the required consent, however, it should be noted that in the absence of the requested data it will not be possible to participate in the selection procedures.

9. WHO IS THE OWNER OF THE DATA PROCESSING

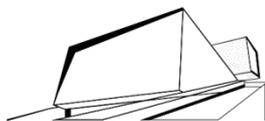
The Data Controller is the Maggio Musicale Fiorentino Theater Foundation - Piazzale Vittorio Gui, 1 - 50144 - Florence - Tel. +39 055 2779.276 - Fax +39. 055. 2779307

The Foundation, not only in compliance with art. 37 Reg. EU 2016/679, but with the intention of guaranteeing the most effective protection for personal data, has appointed a Data Protection Officer: rpd@maggiofiorentino.com

10. RIGHTS OF THE INTERESTED PARTY - WHO YOU CAN CONTACT

The interested party has the right:

- to ask the Data Controller for access to personal data and the rectification or cancellation of the same or the limitation of the processing of personal data concerning him/her and to oppose their processing;
- if the treatment is carried out by automated means (IT) and on the basis of his/her consent, to receive the personal data concerning him/her in a structured format, in common use and readable on an automatic device and/or to obtain the personal data concerning him/her by direct transfer to another data controller, if technically feasible;
- to revoke his/her consent at any time (without prejudice towards the legality of the processing based on his/her consent prior to the revocation), naturally applying to the processing carried out on the basis of this assumption;



- to lodge a complaint with a supervisory authority: Guarantor for the protection of personal data - Piazza di Monte Citorio n. 121, 00186 ROME - Fax: (+39) 06 696773785 - Switchboard: (+39) 06 696771 - E-mail: garante@gdp.it - certified mail: protocollo@pec.gdp.it.

To exercise their rights, interested parties may contact the Data Controller via the contact details indicated above or via the e-mail address privacy@maggiofiorentino.com, always bearing in mind that it will not be possible to respond to requests received by telephone if there is no certainty about the identity of the applicant.

Finally, candidates are invited to periodically update their data bearing in mind that:

- the Foundation will NOT be able to take into consideration, for selection purposes, curricula that have not been updated for more than 12 months and that, as indicated above, after this term, only the name, contact details and general indication of the position of interest will be used, for the purpose of requesting the interested party to update the data and confirm his/her availability;

- in any case, after 24 months from the last update by the candidate, his/her data may be canceled from the Foundation's databases.