

Privacy Notice to Candidates (PNC) pursuant to article 13-14 of the GDPR (General Data Protection Regulation) 2016/679

The processing of data is based on principles of correctness, lawfulness, transparency and the protection of privacy and personal rights. In accordance with article 13 (Reg.679/2016) the following information is provided:

A) Type of data, nature and purpose for processing data

Personal data (name, surname, telephone number, e-mail address, details from a CV and additional information given during an interview) which is offered voluntarily is intended exclusively for the purpose of search and selection activities.

B) Ways of Processing and Recipients

The processing of data is completed in either hard-copy and/or computerised format, in compliance with Quest mission and current provisions referring to security, integrity and confidentiality.

The data will not be subject to a decision based on automated processing such as profiling. (article 22).

Data is handled according to the following process:

- 1) The storage of contact details and CVs for 10 years and related evaluation by Quest professionals who carry out search and selection activities. Quest hold information when it is in the candidate's legitimate interest after offering spontaneously data in view of a possible job opportunity. Hence, the spontaneous sending or communication of personal data to Quest (CV and further additional information) is, in itself, an act of consent.
In order to protect the interested party, Quest will send a privacy notice in advance or following the receipt of information/data.
- 2) The transfer of data to the client. Transfer will take place if prerequisites are met and only after an initial interview. In such cases, the candidate during the interview is expressly asked to authorise the transfer of data.
- 3) The protection of computerised and hard-copy data and the following of procedures relating to the protection of legal rights. For the above-mentioned activities, Quest will seek support from IT and organisational consultants who may view personal data being processed when performing their duties. This may also happen for any other specific consultancy purposes and in response to requests from the authorities.

C) Transfer to other countries

During the selection process, Quest may disclose processed data to companies with offices overseas should the professional profile meet the requirements of an overseas client. These foreign offices are located exclusively in countries the Commission are satisfied guarantee a suitable level of safety (article 45). To the contrary, Quest will not proceed with any data transfer.

D) Rights of the interested party

Enforcement of rights described in the regulation will be possible at any moment, and in particular those rights concerning:

- a) accessing personal data;
- b) obtaining the correction, deletion or limiting the processing of data;
- c) opposing data processing;
- d) withdrawing consent, which does not affect the lawfulness of the processing up to the moment of withdrawal provided consent has been given beforehand;
- e) making a complaint to the supervisory authority (Privacy Authority).

An individual can exercise such rights by means of a request forwarded by e-mail to privacy@questexecutive.it and addressed to the Data Controller.

The Data Controller

Quest Srl, Via Visconti di Modrone 2, 20122 Milano.