



ISTITUTO ZOOPROFILATTICO SPERIMENTALE DELL'ABRUZZO E DEL
MOLISE **G. CAPORALE**

TERAMO

**Information notice on the processing of personal data
for candidates and companies who take part in the activities of matching skills and labour market needs
in the framework of LEGO project**

Under Articles 7 and 13 of Regulation (EU) 2016/679 ("Regulation" from now on), this factsheet describes the personal data processing terms referring to candidates and companies who take part in the activities of matching skills and labour market needs organised by the Istituto Zooprofilattico Sperimentale dell'Abruzzo e del Molise "G. Caporale" ("Institute" from now on) as part of the Lego plus project called "LEarning GenOmics for food safety" ("LEGO" from now on).

1. The identity and the contact details of the joint controller

Istituto Zooprofilattico Sperimentale Abruzzo e Molise "G. Caporale" – Teramo (Italy), www.izs.it - protocollo@pec.izs.it, +3908613321.

University of Helsinki (Finland) - <https://www.helsinki.fi/en>

University of Life Science and Technology – UTP (Poland) - <https://www.utp.edu.pl/en/>

University of L'Aquila – UNIVAQ (Italy) - https://www.univaq.it/en/index.php?&lang_s=en

AINIA (Spain) - <https://www.ainia.es/en/>

Ud'Anet (Italy) - <https://www.udanet.it/>

2. Subject matter of the processing

The processing concerns the personal data of the candidates and companies who take part in the activities of matching skills and labour market needs organised by the Institute as Lead partner of the Lego project. The processing concerns name, surname, email, job profile, educational qualification, professional experience and result of interpersonal organisational self assessment. The personal data will be requested or communicated to the Institute exclusively for the reasons set out below. Personal data relating to the name, surname and email of the interested party will be displayed by the company only if the interested party accepts to be contacted.

3. Purpose of the processing and legal basis

Personal data collected will be processed for the purposes mentioned below:

- a) allow registration and participation in the activities of matching skills and labour market needs, including interpersonal organisational self assessment, organised by the Institute as Lead partner of the Lego project. *Legal basis:* art. 6, par. 1, lett. b) of the Regulation "processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract";
- b) manage administrative, accounting and tax obligations related to the performance of the activities envisaged by the project (for example: data registration on the dedicated IT platform, sending to the participants

communications concerning the project activities). *Legal basis*: - art. 6, par. 1, lett. b) of the Regulation (like above).

The candidate can provide or deny consent within the platform. Any refusal involves the exclusion of the candidate or company from this Lego project activity.

On the occasion of such data processing, the Institute may become aware of special categories of personal data (so called "sensitive and criminal data"), which might reveal, for example, the state of health. These data are processed in compliance with the guarantees provided for by the legislation (art. 9 of the Regulation) and according to the general authorisations approved by the Control Authority.

If the joint Controller intends to further process the personal data for a different purpose than the one for which data were collected, before such processing, it shall provide information regarding such different purposes and any other relevant information to the interested party.

4. Transfer and dissemination of data to third parties

The collected personal data will be subject to transfer and/or dissemination to project partners and funding bodies (for example, Erasmus plus National agency INDIRE and European Commission) exclusively for the purposes referred to in the point 3.

5. Processing terms

Data will be processed according to the principles of accuracy, lawfulness, transparency and protection of confidentiality and of the rights that the legislation recognises to the interested party.

Personal data collected for the above-mentioned purposes will be processed electronically on digital medium using the specific information systems. In any case, the processing is made exclusively by personnel in charge. Such processing involves collection (only the Institute), recording, organisation, structuring, retention, adaptation or modification, extraction, consultation, use, comparison and interconnection, restriction, erasure and destruction.

6. Location of processing

Data are processed and archived on dedicated servers located at the IZSAM headquarters and in any of the field offices of the Institute, even if temporary and belonging to other subjects. Data can be also processed, on behalf of the Institute, by external professional figures and/or by subjects involved in technical, developmental, managerial and accounting-administrative activities for the above-mentioned purposes. These figures are appointed as data processors.

7. Terms and retention period

The collected data will be retained on digital media, in accordance with the retention rules about the accounting and administrative documentation.

8. Rights of interested parties

At any time interested parties have the right to ask the data controller for accessing their personal data, confirming such data exist, being aware of the content, the origin and the processing terms (art.15 of the Regulation), requesting the rectification (art.16 of the Regulation), the erasure (art.17 of the Regulation), the restriction (art. 18 of the Regulation), the notification (art. 19 of the Regulation), the portability (art. 20 of the Regulation), and the right to object to the processing of personal data (art. 21 of the Regulation).

9. Right to lodge a complaint

The interested parties who consider that their personal data have been processed in breach of what is foreseen by the Regulation and of the Code, have the right to lodge a complaint to the Data Protection Supervisor or to start judicial proceedings. For any further information on the applicable legislation in the field of protection of personal data, please visit the website of your own Control Authority.

10. Responsible for data protection or Data Protection Officer (DPO)

For any clarification or information, the interested party can contact the Data Protection Officer of any other project partner detailed in article 1 “The identity and the contact details of the joint controller”. The contact details of the DPO of the Institute are: dpo@izs.it, dpo@pec.izs.it, +39 0861 3321.