

## Policy pursuant to Article 13 of the General Personal Data Protection Regulation (EU Regulation - 2016/679)

The European Institute of Oncology, as Data Controller, pursuant to Article 13 of the General Personal Data Protection Regulation (EU Regulation 2016/679), hereby informs you that your personal data (\*) and, potentially, certain special categories of personal data (\*\*) obtained from the form you filled in and your curriculum vitae, or subsequently obtained in relation to the possibility of you joining the Institute as an employee or partner, subject to your consent, shall be processed for purposes relating to:

- **the selection, assessment of professional eligibility and all obligations resulting from current legislation and/or internal regulations associated with the management of any future employment contract or partnership with the Institute.** The Institute shall specifically assess the origin of academic qualifications by specifically requesting them from the University and shall check past work experience with previous employers. Failure to consent to the processing of data shall make it impossible to pursue the specified purposes.

Data shall be processed using manual, IT and electronic tools that are, in any case, capable of guaranteeing the security and confidentiality of said data. Recipients of acquired data are both the Institute's staff (regardless of the type of contractual relationship) - authorised in writing by granting an assignment thereto, in accordance with the processing scopes established in relation to their duties - and third-party suppliers that process personal data on behalf of the Institute, subject to a specific agreement with clauses to safeguard your rights concerning personal data protection (appointment of Data Processors).

Acquired data may also be disclosed - for legal, regulatory or contract requirements, always in accordance with a principle of relevance - to third parties, such as: insurance bodies, welfare organisations, insurance companies, data processing centres, professional associations, national, regional or local control bodies (Ministry of Health, Lombardy Region, Local Health Authority, etc.). Subject to your specific consent, acquired data may also be disclosed to the IEO-CCM Foundation, exclusively for any employment contracts/partnerships.

The registered office of the Data Controller (European Institute of Oncology) is based at Via Filodrammatici 10 in Milan and its main executive offices are also based in Milan, at Via Ripamonti 435.

In order to exercise your rights in relation to access, rectification, erasure, limitation, retention, objection, personal data portability; to find out the name of the companies or third parties that will process your personal data, or to find out about your right to complain to a supervisory authority, you can contact the Personal Data Protection Officer directly, using the following contact details:

- Address: Via Giuseppe Ripamonti n° 435, 20141 Milan
- Tel.: 02.57489285
- Email: [privacy@ieo.it](mailto:privacy@ieo.it) / [direzione.sanitaria@ieo.it](mailto:direzione.sanitaria@ieo.it)
- Certified email: [direzionesanitariaieo@pec.it](mailto:direzionesanitariaieo@pec.it)

As regards personal data retention, a distinction has been made between:

- personal data relating to selection processes, which do not convert into employment contracts or partnerships, for which retention shall be limited to one year after being obtained;
- personal data of those who have an employment contract or partnership, which shall be retained even after the termination of the employment contract or partnership, until they may be required for correctly determining fees paid and, consequently, pension rights acquired.

As regards any matter not covered by this policy, please refer to the General Personal Data Protection Regulation (EU Regulation - 2016/679).

\* **Personal data:** any information concerning an identified or identifiable individual "data subject"; individuals are considered identifiable when they can be directly or indirectly identified, with specific reference to an identifier, such as their name, identification number, location-related data, an online identifier or one or more characteristic elements of their physical, physiological, genetic, mental, economic, cultural or social identity (Article 4, paragraph 1, EU Regulation 2016/679).

\*\***Processing of special categories of personal data:** The processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs or trade union membership, as well as the processing of genetic data, biometric data intended to uniquely identify an individual, data related to the health, sex life or sexual orientation of an individual is prohibited, unless the data subject has given his/her express consent to the processing of such personal data for one or more specific purposes or, alternatively, said processing is necessary to fulfil the obligations and to exercise the specific rights of the data controller or data subject in terms of labour law and social security and social protection, to the extent that it is authorised by the law of the Union or Member States or by a collective agreement pursuant to the law of the Member States, in the presence of appropriate safeguards for the basic rights and interests of the data subject\*\* (Article 9, paragraph 1 and paragraph 2, sections a, b, EU Regulation 2016/679)