

**STAFF SELECTION**  
**PRIVACY POLICY PURSUANT TO ARTS. 13 AND 14 OF EU REGULATION NO. 679/2016 (GDPR)**

**DATA CONTROLLER AND CONTACTS**

The Data Controller is Azienda Trasporti Milanesi S.p.A. (ATM) with registered office in Foro Buonaparte 61, 20121, Milan (Italy). The Data Protection Officer, to whom you can contact to exercise your rights under art. 13 and/or for any clarifications regarding personal data protection, can be contacted at the following email address: [rpd@atm.it](mailto:rpd@atm.it).

**PURPOSE OF THE PROCESSING AND LEGAL BASIS**

The purpose of the processing is the management of the staff recruitment process. The legal basis is pre-contractual measures upon request of the interested party pursuant to art. 6 paragraph 1 letter b) of EU Regulation No. 679/2016.

**CATEGORIES OF DATA PROCESSED AND RECIPIENTS**

The data that are processed are common and special data provided by the interested party at the time of registration for the selective procedure or during its completion, in compliance with the regulations in force. Personal data are processed by personnel authorized by the data controller and may be communicated to companies that provide goods and/or services related to the processing.

**METHODS OF PROCESSING AND POSSIBLE TRANSFER OF DATA**

The data are processed only for the purposes mentioned above and according to the principles of lawfulness, correctness, transparency, accuracy, integrity and confidentiality, established by the regulations in force. The personal data of the interested parties are processed, as a rule, with computerized and automated tools in order to send communications and news related to newsletters and other emails to which the owners are subscribed. The personal data collected will not be transferred outside the European Economic Area.

**DATA RETENTION PERIOD**

The data of the candidates who will pass the selection and will be recruited will be kept within the terms provided for the management of the employment relationship. The data of the other candidates will be kept for 24 months and/or, in case of litigation, until the judgement is passed for all the levels of judgement provided for by the judicial system. Data relating to CV (curriculum vitae) submitted spontaneously will be kept for 24 months.

**DATA SUBJECT RIGHTS**

All the rights of the data subject are guaranteed in accordance with the provisions of Articles 15, 16, 17, 18, 20, 21, 22 and 77 of the GDPR:

- right of access to your personal data and all information on the processing carried out;
- right to rectification of inaccurate personal data and integration of incomplete data;
- right to erasure ('right to be forgotten');
- right to limit the processing of your personal data;
- right to data portability;
- right to object to the processing of your personal data;
- right not to be subject to a decision based solely on automated processing;
- right to lodge a complaint with the Italian Data Protection Authority in case a violation is thought to have been carried out.