Privacy Notice on the Processing of Personal Data

AAA Law Firm Avvocati Amministrativisti Associati, with offices in Rome (hereinafter "AAA Law Firm"), provides you with this notice (the "Notice") pursuant to Article 13 of Regulation (EU) 2016/679, as subsequently amended and supplemented (the "GDPR"), and to the international, European, and/or Italian laws on the processing of personal data, in each case to the extent applicable from time to time, together with their respective amendments, supplements, and reforms (collectively, together with the GDPR, the "Privacy Legislation").

1. Data Controller

1.1 - The data controller is AAA Law Firm Avvocati Amministrativisti Associati, with offices in Rome; email: segreteria@aaa-avvocati.it

2. Categories of Personal Data Processed

2.1 - We will process your personal data, the data contained in your curriculum vitae, and all data you provide in connection with (i) the submission of your unsolicited application for positions with the Controller and/or (ii) the assessment of your suitability for such a position and/or (iii) your participation in specific professional training through the platform. The information you provide will be assessed by AAA Law Firm.

2.2 - The platform does not collect special categories of personal data (e.g., data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, as well as genetic data, biometric data intended to uniquely identify a natural person, or data concerning health, sex life, or sexual orientation); any irrelevant special-category data provided by the data subject (e.g., in a CV) will be neither considered nor processed by the Controller.

3. Purposes and Legal Basis of the Processing

3.1 - Your personal data will be processed for recruitment, assessment, and selection purposes, pursuant to and for the purposes of the Privacy Legislation. Your common personal data may also be processed for administrative and accounting purposes and to comply with legal obligations (e.g., in the case of internal or external investigations, etc.). Your common personal data may also be processed on the basis of the Controller's legitimate interest, including in the case of audits, reviews, litigation or pre-litigation, and the exercise of rights, legitimate interests, or prerogatives, etc.

3.2 - Only on the basis of your express consent, meaning a freely given, specific, informed, and unambiguous indication of your wishes, may your personal data be subject to profiling in order to assess your professional aptitudes through tests designed in line with your experience and training. The results of these tests will be aggregated in a report used by the Controller for assessment purposes.

3.3 - The data will be processed in accordance with the Privacy Legislation, using electronic and/or manual systems that are in any case suitable for ensuring the security of the processing.

3.4 - Providing your personal data to the Controller is necessary for the recruitment and selection process and/or for compliance with legal obligations; without your personal data, the Controller would be unable to assess your application. You may choose not to provide data that is not necessary for that purpose.

3.5 - The processing of your personal data is in any case based on the principles of proportionality and necessity, so that no unnecessary personal data will be processed or collected; on the principle of fairness and transparency, so that data subjects will always be adequately informed of the processing carried out; and on compliance with the requirement that security measures be adequate.

4. Recipients of the Personal Data and Other Parties Authorized to Process Them

4.1 - In carrying out its activities and pursuing the purposes set out in section 3 above, the Controller may disclose your personal data to public and/or private organizations authorized by law to receive them, and to individuals, companies, associations, or professional firms that provide services, assistance, or advice to the Controller, in particular but not exclusively on accounting, administrative, tax, IT, legal, fiscal, and/or financial matters.

4.2 - Your personal data will be processed by the Controller's duly authorized personnel, only to the extent necessary and on the basis of specific instructions from the Controller, with guarantees of confidentiality.

4.3 - If your personal and assessment data are transmitted to third parties other than the Controller in countries outside the European Union or to international organizations, the Controller guarantees that the international transfer of your personal and assessment data will be managed with respect for your interests and rights and in accordance with Articles 45 and 46 of the GDPR.

5. Retention of Personal Data

Except as otherwise permitted by the applicable Privacy Legislation, personal data relating to curricula vitae will be deleted 12 months after they are collected through the upload of the curriculum vitae; personal and assessment data relating to any reports on your professional profile will be deleted 36 months after the date on which those reports are prepared.

6. Rights of Data Subjects

6.1 - Finally, please note that, with regard to the personal data we hold, you may exercise the rights provided by the applicable Privacy Legislation, within the limits and with the exceptions set out therein; in particular, under those conditions you may:

- request confirmation of the existence of your personal data, of the origin of the data, of the logic and purposes of the processing, and of the categories of parties to whom the data may be disclosed, as well as the identification details of the controller and processors;
- request access to the personal data, their anonymization, blocking, rectification, supplementation, or erasure, or the restriction of processing;
- object to the processing in the cases provided by the applicable Privacy Legislation;
- exercise the right to data portability, within the limits provided by Article 20 of the GDPR;
- lodge a complaint with the Data Protection Authority (Garante per la protezione dei dati personali), following the procedures and instructions published on the Authority's official website at www.garanteprivacy.it.

6.2 - Any rectification, erasure, or restriction of processing carried out at your request will be communicated, unless this proves impossible or involves disproportionate effort, to each recipient to whom the personal data have been disclosed. You may request to be informed of who those recipients are.

To exercise the rights referred to in section 6.1 above, or for any clarification, each data subject may contact the Controller directly by email at: segreteria@aaa-avvocati.it.