

INFORMATION ON THE PROCESSING OF PERSONAL DATA: 'CONTACT US' AND 'WORK WITH US' FORMS

Dear User,

would like to offer you complete information on how we process your personal data whenever you navigate our site, use our contact or application forms.

We therefore invite you to carefully read this information notice where you will find all the information you need to know about how we will use your data, the security measures taken to guarantee its confidentiality, the storage periods and how to exercise your rights.

This information is provided in compliance with art.13 GDPR 2016/679/EU and the Italian Privacy Code (d.Lgs 196/2003 as amended by d.Lgs 101/2018).

Data Controller

The Data Controller is Insurance Outsourcing Management S.r.l. with registered office at Via Francesco Hayez, 4 - 30174 Zelarino (Ve).

It will be possible to contact the data controller using the following contact details:

- Tel: 041/5046520
- E- mail: protezionedati@iom-srl.it
- E-mail PEC: iom.srl@pec.it

What data are collected

- a) When filling in the "Contact" form: Name, Mail, what can be inferred from the content of the form
- b) When filling in the "work with us" form: Name and Surname, e-mail, what is on the presentation documents (C.v. and attachments)
- c) Further system-generated: session log of the request

For what purpose and on what legal basis

- a. To enable users of the site to contact our organisation (a) to request information regarding our company's services, that is, as part of the definition of pre-contractual agreements (art.6.1.b in GDPR)
- b. To facilitate the recruitment process via the dedicated form (b) and under the same conditions as in the previous point.
- c. To enable the technical transmission and handling of the request

How the acquired data are processed

Processing is carried out using automated tools (e.g. using electronic procedures and media) and/or manually (e.g. on paper) for the time strictly necessary to achieve the purposes for which the data were collected and, in any case, in accordance with the relevant statutory provisions. An authorised and trained employee of ours is always present to handle the information. No automatic decision-making process is adopted.

How they are protected

Only trained and authorised personnel have access to the information, we use solutions to minimise the risk of unauthorised disclosure, among others: we use secure transmission protocols. The data collected is stored in an environment protected by measures to ensure confidentiality, integrity and availability of the information.

Optional provision of data

The provision of data is always free of charge when it is not dependent on the performance of a legal obligation or necessary for the execution of a contract. Failure to provide data may only result in the impossibility of starting a collaboration with our company.

Who will have access to your data

Your personal data may be communicated, subject to the conditions of lawful processing, to

- a) Authorised personnel of our organisation;
- b) Collaborators of the company if they are needed to respond to your requests or if they are needed to assess the correspondence of your professional profile with current searches;
- c) Data processors bound to confidentiality and necessary for the pursuit of legitimate purposes of the data controller;

How long we keep your data

When filling out the 'contact us' form: For the time necessary to respond to your request

When completing the 'work with us' form: Spontaneous applications are acquired and stored for 12 months from receipt, after which time the data are deleted from the systems

Additional retention periods may be determined by agreement between the parties, e.g. in the event of a collaboration between the parties.

Where we store them

There is no transfer of your information outside the EU, the data is stored on our systems.

Insurance Outsourcing Management srl, a one-man company

Via F. Hayez no. 4/G 30174 Venezia Mestre (VE)

VAT no.: 04516800267 - Cap.Soc. 10.000 euro i.v - REA no.: VE-381329

Which rights and how to exercise them

At any time, you can

- Write to: protezionedati@iom-srl.it
- call number: 041/5046520
- using our forms

and ask for dii:

- Modifying/updating data about you
- Asking for information about you to be deleted
- Knowing what information we have on you

We will respond to each request as soon as possible and, in any case, within 30 days.

#DON'T YOU KNOW YOUR RIGHTS? [My rights - Data Protection Authority](#)

or how do you do it?

You can always turn to the Data Protection Authority:

. [Complaint model - Garante Privacy](#) (<https://www.garanteprivacy.it/home/docweb/-/docweb-display/docweb/4535524>)