

NOTICE TO THE SUBJECTS APPLYING FOR A JOB
WITH REGARD TO PERSONAL DATA PROTECTION PURSUANT TO ART. 13
REGULATION (EU) 679/2016 AND TO THE LAW DECREE 196/2003 AS AMENDED BY
THE LAW DECREE 101/2018



Our Company has always been deeply concerned about the issues of personal data protection and the compliance with the principles of the privacy and dignity of individuals.

In this respect you are kindly requested to take note of the following notice.

Società Internazionale per lo Studio del Medioevo Latino (S.I.S.M.E.L.), established in Via Montebello 7, 50123 Firenze (FI), in their quality of Controller, in the person of the acting legal representative, under and in pursuance of the Regulation (EU) 679/2016, hereby inform the data subject that the personal data concerning such subject, collected by the Controller or which will be subsequently requested and/or disclosed by third parties, are necessary and will be used for the purposes indicated here below.



PURPOSES AND LAWFULNESS OF THE PROCESSING

The purpose of the collection of data is to assess the conditions for a prospective recruitment and/or cooperation.



LAWFULNESS OF THE PROCESSING

The processing is lawful as following up the receipt of personal data in connection with a spontaneous application.



MODALITIES OF PROCESSING AND OBLIGATION OF CONFIDENTIALITY

The data processing is carried out through computerized systems and/or paper documents by subjects committed to confidentiality, following purpose related methods and however in such a way as to ensure the safeguard and the confidentiality of data. In compliance with law provisions the data collected shall not be disclosed and divulged to third parties.



DISCLOSURE TO THIRD PARTIES

Your personal data may be disclosed to third parties known to us solely for the aforementioned purposes and, in particular, to the following categories of subjects:

- External companies providing services on our behalf;
- Public Administration companies or bodies for the compliance with law requirements;
- Professionals who may provide a support in the compliance with law requirements.

Such subjects will process personal data in their quality as Processors or as autonomous controllers.



RETENTION PERIOD

Pursuant to art. 5 of the UE Regulation 679/2016 “Principles relating to the processing of personal data”, personal data shall be kept in a form that permits the identification of data subjects for no longer than is necessary for the achievement of the purposes for which the data are processed.

The personal data of data subjects can be kept for longer periods in compliance with the law provisions in force (for instance in accounting matters), and, however, any technical and organizational measure shall be adopted in order to generate processes of anonymization of data.



RIGHTS OF THE DATA SUBJECT

Under the law provisions in force, the data subject can address the Controller to lodge a request for exercising his or her rights, such as they are stated to art. 15 and following in the Regulation (EU) 679/2016.

In addition to the above mentioned rights, the data subject has the right to lodge a complaint with the Supervisory Authority in the instances envisaged by law.

SOCIETÀ INTERNAZIONALE
PER LO STUDIO
DEL MEDIOEVO LATINO
(S.I.S.M.E.L.)

Codice Fiscale 94011440487

For further information with regard to the modalities to exercise the mentioned rights, please read “Procedure concerning the rights of the data subject” in the link www.sismelfirenze.it.

CONTROLLER AND PRIVACY COMMUNICATIONS



The Controller is Società Internazionale per lo Studio del Medioevo Latino (S.I.S.M.E.L.), established in Via Montebello 7, 50123 Firenze (FI).

For any communication pursuant to the above quoted articles of the Regulation (EU) 679/2016 the Controller provides the following address: Via Montebello 7, 50123 Firenze (FI); Phone number 055 2048501; Fax 055 2302832; Email segreteria@sismelfirenze.it.

Florence, 02/04/2024

Signature of the Controller

President, Prof. Francesco Santi