

STAFF SELECTION PRIVACY STATEMENT

PRIVACY STATEMENT PURSUANT TO ART. 13 OF EU GENERAL DATA PROTECTION REGULATION 2016/679 (GDPR)

The Istituto Mediterraneo per i Trapianti e Terapie ad Alta Specializzazione (hereinafter “**ISMETT**” or “Institute”) offers state-of-the-art clinical services, thanks to the collaboration with the UPMC Group in Pittsburgh (U.S.). In order to ensure a close collaboration with these top international facilities, ISMETT's management was entrusted to UPMC Italy (“**UPMCI**”), the Italian subsidiary of the UPMC Group.

Pursuant to art. 13, EU Regulation 2016/679 (“**Regulation**”), in their role of co-data controllers ISMETT and UPMCI provide you with the following information.

Personal data included in your CV and any other information obtained during the selection (e.g., certifications, documents, and candidate application form) will be processed for the sole purpose of assessing your possible collaboration with, or hiring by ISMETT or UPMCI, depending on which of the two companies will act as employer or on the person with whom the working relationship will start. Data will be processed using electronic tools and hard copy forms with appropriate modalities that guarantee its security and confidentiality, thus complying with the provisions of the Regulation. The legal basis of your data processing is described in art. 6.1-b of the Regulation (“Performance of a contract to which the data subject is party”).

The conferment of your data is mandatory to evaluate your application. Failure to provide this data can preclude this evaluation. We ask you enter in your CV only data necessary to assess your professional profile, restraining from including any information defined by the Regulation as “sensitive data” (e.g., information on your state of health, political opinions, trade union membership), which requires your explicit consent as legal basis for their processing (art. 9.2-a of the Regulation, “Consent of the data subject to the processing”). If you are included in a protected category and wishing to avail yourself of the benefits under Law 68/99, or if you deem necessary to include additional sensitive data, you must agree to the processing of your said information by ticking the appropriate box at the end of this document. Should you decide to not provide your consent to the processing of these data, you may submit your application without stating your inclusion in a protected category, or any other sensitive data. All sensitive data provided by applicants with no consent to their processing will be deleted from the co-data controllers' archives.

In the event of an unsolicited job application, your personal data will be stored for a maximum of 12 months from the date of receipt of your CV or of its latest notified update. In the event of a participation to a selection, the documentation (e.g., evaluation forms, tests, CVs, candidate application forms) will be stored by the co-data controllers for a maximum of 10 years after the end of the selection process, in separate archives to which candidates will be granted access to protect their own rights, only when and if necessary (the legal basis of the processing is art. 9.2-f of the Regulation, “Processing is necessary for the establishment, exercise or defense of legal claims”). This period will start from the end of the year in which the job posting was published. Your personal data will be processed by employees and collaborators of the co-data controllers in charge of staff recruitment, acting in compliance with specific instructions on objects and purposes of the data processing. Your data may also be shared with third parties appointed data processors (e.g., staffing agencies) and providing ancillary or instrumental services to the co-data controllers' operations, or to other companies of the UPMC Group (the legal basis of the processing is art. 6.1-f of the Regulation “Legitimate interests pursued by the controller”). Collected data will under no circumstance be disclosed.

Co-data controllers are Istituto Mediterraneo per i Trapianti e Terapie ad Alta Specializzazione (ISMETT) and UPMC Italy, both with registered offices in Discesa dei Giudici 4, 90133 Palermo, Italy.

You may contact ISMETT's data protection officer at the following addresses: ISMETT S.r.l. - Responsabile della Protezione dei dati, Discesa dei Giudici 4, 90133 Palermo; email: dataprotectionofficer@ismett.edu.

In your quality of data subject, you also have the right to obtain from the co-data controllers the authorization to access, delete, amend, and to limit or deny the processing of your personal data ([Art. 15 et seq.](#),

[Regulation](#)). The request must be filed to ISMETT's DPO (ISMETT S.r.l. - Responsabile della Protezione dei dati, Discesa dei Giudici 4, 90133 Palermo; email: dataprotectionofficer@ismett.edu) or to the Data processing reference person - HR, at the same address of the co-data controllers or to the following e-mail address: personale@ismett.edu. A template of the request is available from the Italian Data Protection Authority [website](#).

Should you deem that your personal data has been processed in breach of the Regulation, you have the right to [file a complaint](#) to the Italian Data Protection Authority (art. 77, Regulation) or to start judicial proceedings (art. 79, Regulation).

Last update: December 2018