

## Kuwait Petroleum Italia S.p.A.

Società con socio unico, soggetta ad attività di direzione e coordinamento di Kuwait Petroleum Corporation



### Information on the processing of personal data

The following information on the processing of personal data is provided, pursuant to Article 13 of Regulation (EU) 2016/679 (hereinafter referred to as the "Regulation"), by Kuwait Petroleum Italia S.p.A., with registered office in Via dell'Oceano Indiano 13, Rome (hereinafter referred to as "Kupit"), in its capacity as Data Controller.

In this document, we will provide you with full information on the purposes and methods by which Kupit collects and processes your personal data, which categories of data are processed, what the rights of the data subject are, and how they can be exercised.

#### 1. Categories of personal data processed

Kupit will process the personal data contained in the *curriculum vitae* transmitted by you by registering same on the dedicated Workday platform and after creating your own personal page on the following URL [https://q8hcm.wd3.myworkdayjobs.com/it-IT/External\\_KUPIT](https://q8hcm.wd3.myworkdayjobs.com/it-IT/External_KUPIT), as well as any additional personal data which you may provide during the interview. In particular, Kupit will process your personal data, your contact details, information regarding your educational and professional qualifications and your work experience.

When assessing applications, Kupit has no interest in acquiring data belonging to particular categories within the meaning of Article 9 of the Regulation (e.g. data relating to health or membership of trade unions). For this reason, Kupit asks applicants not to provide personal data of this nature.

The provision of the indicated personal data is necessary to enable Kuwait to assess your application for possible job positions and, where applicable, to collect your feedback regarding the selection experience or other organizational aspects, in order to improve related processes and company services.

The aforementioned personal data will be processed by Kupit exclusively for the purposes and within the limits indicated in the following paragraph.

#### 2. Purpose and legal basis of processing

Your personal data will be processed by Kupit exclusively for the purpose of assessing the suitability of your application for open positions within the company.

This data processing is necessary, pursuant to Article 6(1)(b) of the Regulation, in order to assess, at your request, the existence of the conditions for establishing an employment relationship.

#### 3. Retention Period

Your data will be stored by Kupit for a maximum period of 12 months from the moment you submit your application for the job position after which the data will be deleted and no longer stored.

#### Sede legale

Viale dell'Oceano Indiano, 13  
00144 Roma  
[www.Q8.it](http://www.Q8.it)

Tel +39 (06)5208.81  
Fax +39 (06)5208.8655  
PEC: [kupitsede@pec.q8.it](mailto:kupitsede@pec.q8.it)





Should you, after the above-mentioned interval, express an interest in keeping your application active, your data will be further processed for a period to be specified by Kupit from time to time.

#### **4. Categories of persons to whom personal data may be disclosed and purposes of disclosure**

Some processing of personal data may also be carried out by third parties, engaged by Kupit for the provision of certain services. In this case, these parties will be designated as Data Processors, pursuant to Art. 28 of the Regulation, and will receive adequate operating instructions, with particular reference to the adoption of suitable technical and organizational measures aimed at guaranteeing the security of the data being processed.

You may request a list of Data Processors by writing to [hrprivacy@q8.it](mailto:hrprivacy@q8.it)

No dissemination of your data to unspecified parties is provided for by.

#### **5. Rights of data subjects**

We would like to inform you that you have the following rights in accordance with the regulations in force:

- request and obtain information on the existence of your personal data at the Company and on the data processing carried out by the Company, as well as access to such data;
- request and obtain receipt in a structured, commonly used and machine-readable format of the personal data provided to the Company, automatically processed; you may also request the transfer of such data to another data controller;
- request and obtain the amendment and/or correction of your personal data;
- request and obtain the deletion - and/or limitation of the processing - of your personal data, should they be not necessary - or no longer necessary - for the above purposes, then after the retention period indicated in the preceding paragraph.

Such requests may be addressed to Kupit through [www.q8.it](http://www.q8.it), by accessing the Privacy section, as well as through the functionality on the personal page of the Workday Platform

We inform you that Kuwait Petroleum Italia S.p.A. has appointed a Data Protection Officer, who can be contacted at [dpo@q8.it](mailto:dpo@q8.it).

Finally, we would like to inform you that, in accordance with the regulations in force, you may lodge any complaints regarding the processing of your personal data with the Italian Data Protection Authority (*Garante per la protezione dei dati personali*).