INFORMATION ON DATA PROCESSING FOR THE WEBSITES HTTPS://WWW.SELEXI.IT, HTTPS://WWW.SELEXITESTCENTER.IT, HTTPS://WWW.HUMAN-X.IT

This document describes how the personal data of the users visiting the websites https://www.selexi.it, https://www.selexitestcenter.it, https://www.human-x.it is processed.

Data controller
Selexi S.r.l.
Via Gerolamo Vida, 11, 20127 Milan
e-mail: direzione@selexi.it

Data protection officer (Data Protection Officer)
Selexi S.r.l. has appointed a DPO who might be contacted at privacy@selexi.it.

Purposes of processing, duration of processing and legal basis

Handling of support or contact requests received through the website or by e-mail

Sending data via e-mail to the addresses indicated on this website or via the contact forms provided entails the collection of the sender's address, which is necessary to reply to requests, as well as any other personal data the sender has entered.

This data is used on the legal basis of providing a service requested by the data subjects.

The data is stored for up to 10 years after the receipt of the request or provision of the service, to allow for any further contact.

Room reservation request

Data sent for room reservation requests via e-mail or the forms on the website entails the collection of the sender's address, which is necessary to reply to requests, as well as any other personal data the sender has entered.

This data is used on the legal basis of the performance of pre-contractual measures undertaken at the request of the data subject.

The data is stored for up to 10 years after the receipt of the request or provision of the service, to allow for any further contact.

Delivery of training courses

For training courses, the following data is processed:

- for participants:
    - the first and last names of the participants, for the purpose of tracking attendance;
    - the place and date of birth and tax code, for compiling certificates;
    - the telephone number (optional), for any emergencies;
- for lecturers and professionals: contact information and CVs.

This data is used on the legal basis of the performance of a contract to which the data subject is a party and for the legitimate interest of the data controller, in order to organise its activity and demonstrate its quality, as well as for the necessary administrative tasks.

The data will be retained for 10 years after the end of the course; data may be retained for a further year insofar as it is present in backups.

The data controller may use the e-mail addresses of course participants to promote other training courses on similar topics. In this case, the data will be retained until the data subject requests otherwise (see below). The data subject always has the right to refuse such communications.

The data controller may ask for further permissions in the case of registration for training courses.

Access to courses may require the use of video conferencing tools. The data subject may choose whether or not to activate their microphone and camera. For this reason, the relationship between course participants and the respective platforms is not the responsibility of Selexi. Video conferencing platforms are provided by companies with headquarters and servers in the U.S., so their use requires the explicit consent of the data subject. Analyses carried out by Selexi suggest that the level of security and protection of personal data provided is adequate for our purposes, given that course participants are not required to provide any data other than their name and surname and are not required to activate their microphone or camera.

Data collection on social media

Selexi, as joint data controller with the operator of each social network (which independently provides its own privacy policy), processes data belonging to visitors to the pages on the respective social networks (Facebook, Twitter, Instagram and LinkedIn) with the tools made available by the operator of these social media channels (which also makes use of cookies and other tracking tools): analysis of visits, interaction with users, forwarding of non-private messages and other activities provided by the respective channel. Processing takes place on the legal basis of the consent of the data subject given when registering with the social network, in order to respond to their requests, and for the legitimate interest of the data controller (tracking of interactions with users, assessment of the company's image, marketing). The data is stored by the social media channels, according to the rules they have established.

The data will be deleted or processing will be stopped (or restricted) at the explicit request of the data subject using the functions made available by each social media channel.

This personal data is not communicated to entities outside Selexi and is not exported outside the social media channels except when requested by the data subjects (for example, if they provide their e-mail address). In such cases, the purposes and modes of processing applicable are those described in the other paragraphs of this document.

Data from business contacts

In the case of business contacts and requests for commercial information, Selexi processes the data provided for the sole purpose of being able to contact the person who requested the information. The data is processed on the legal basis of its legitimate interest, i.e., to be able to offer better service to the data subject in case of further contact requests.

The data will only be deleted at the express request of the data subject.

Receiving the newsletter and pixel tracking

When a person requests to receive the newsletter by providing their e-mail address for this purpose on the Selexi website, Selexi processes the data for this sole purpose. The data processed is the e-mail address provided.

These data are used at the request of the data subject and therefore on the legal basis of the execution of a contract to which the data subject is a party or the execution of pre-contractual measures adopted at the request of the same. It is always possible to unsubscribe from the newsletter using the links on each newsletter sent by Selexi.

Emails include "pixel tracking" technologies, which make it possible to track whether the email has been opened, which links have been viewed, etc. The data is collected only to draft statistics on the effectiveness of the newsletter, not to analyse the behaviour of the individual recipient. These data are processed on the legal basis of the pursuit of legitimate interest by Selexi (analysis of the effectiveness of newsletter campaigns). It is always possible to object to this processing by using the links on each newsletter sent by Selexi.

The data will be stored until the data subject unsubscribes from the newsletter.

Customers

Selexi needs some data of the natural persons who represent the customers: name, contact data and data relating to the company represented.

The legal basis is the execution of the contract and pre-contractual measures and in particular for the conclusion, administration, execution and termination of the contract and the related goods and services, the handling of requests, service communications and support.

It is the responsibility of each customer to inform the natural persons of their organisation whose data they communicate to Selexi of the purposes set out above.

The data will be stored for up to 10 years from the last invoice collected or from the end of any legal actions.

Suppliers

The data of our suppliers pertains to either natural persons or legal entities. In the latter case, we may collect the contact information of natural persons.

In the former case, the data is collected on the legal basis of the performance of pre-contractual measures undertaken at the request of the data subject. In both cases, the contact information is collected on the legal basis of the legitimate interest of Selexi, i.e., to facilitate relations with the supplier or potential supplier.

It is the responsibility of each supplier to inform the natural persons who are part of its own organisational structure and whose data it communicates to Selexi of the purposes set out above.

Authors and consultants will be requested, prior to and during the course of the collaboration, data for due diligence purposes, on the legal basis of Selexi's legitimate interest, which must maintain an anti-corruption management system as requested by customers and potential customers.

The data will be retained for up to 10 years from the last invoice received or the end of any legal action.

CVs and interviews

In the case of receiving CVs or collecting data during job interviews, Selexi processes the data provided for the sole purpose of assessing and selecting persons for future collaboration. This processing takes place on the legal basis of the provision of a service requested by the data subject.

The data will be kept for up to 10 years after receipt of the CV or after the conclusion of the last interview, unless the person is subsequently hired.

Disclosure to third parties and transfers to third countries

Selexi may communicate part of your data to external companies, in particular IT service providers, to enable them to carry out some of the activities relating to the processing of your personal data on our behalf.

The following suppliers process data outside the European Economic Area:

- the teleconferencing service provider, as mentioned above.

These companies have agreed, as part of a formal contract, that they will only process data for necessary purposes.

Rights of the data subject

We remind you that the current regulations grant you a number of rights. In particular:

- the right of access to your personal data, their rectification or erasure and the restriction or blocking of their processing, unless prevented by laws or regulations;
- the right to withdraw consent to processing, unless prevented by laws or regulations;
- the right to lodge a complaint to Selexi or to the national supervisory authority (in Italy, the Guarantor for the Protection of Personal Data) by following the instructions on its website.

In order to exercise these rights, you must use the channels set up for this purpose as indicated above.

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