



## **PRIVACY POLICY FOR CANDIDATES, PURSUANT TO ARTICLE 13 OF THE GDPR**

We are excited about your interest in us and look forward to leading you through this recruiting process necessary to join our Team!

It is good for you to know that RGI Tunisia (“**RGI**”), in order to select professional figures to be included in its workforce, offers the possibility to respond to the personnel search ads published in the "work at RGI" section of its website, or in other sites, as well as to post on the same site one's own spontaneous application. To this end, RGI Tunisia requests the candidate to provide any data useful for assessing the suitability of the professional profile to fill positions within the Company.

In compliance with data protection regulations (and EU Regulation, No. 2016/679), RGI invites you to read the following policy, which is designed and written in simple and concise language to help you clearly understand how we process your personal data.

### **Our Privacy Policy:**

#### **1. Data Controller and its Representative in the Union**

The personal data you provide will be processed by RGI Tunis s. a. , as the Data Controller, with registered office in Résidence « Sana Business Center » Pavillon B, 2ème Etage- Boulevard Beji Caied Essebsi Centre Urbain Nord 1082 – Tunis, on paper or computer.

We inform you that we have appointed RGI S.p.a as Representative in the Union for RGI Tunisia, whose can be contacted at the following contacts:

email: federico.dellacasa@rgigroup.com

address: Via San Gregorio, 34, Milano

**RGI Tunis s.a.**

Résidence « Sana Business Center » Pavillon B,  
2ème Etage- Boulevard Beji Caied Essebsi Centre  
Urbain Nord 1082,  
TUNIS

t +216 29 647933

[www.rgigroup.com](http://www.rgigroup.com)



## 2. Data processed, methods and nature of processing

Providing personal information is necessary in order to participate in the selection process and refusal will result in RGI being unable to evaluate your application.

We indicate by way of example but not limited to the common data subject to processing:

- Identifying and contact information (such as first name, last name, residential and home address, place and date of birth, e-mail, telephone number, social security number)
- Data contained in the CV, job classification and salary request data, and education and work experience data
- Any evaluative data (notations, evaluations, etc. that may have been collected during interviews and/or provided by third parties)

### 2.1 Special data (so-called sensitive data)

As part of your resume, there may also be data of a special nature as identified in Art. 9 of the GDPR (such to be understood, in accordance with the GDPR, as data capable of revealing racial and ethnic origin, political opinions, religious or philosophical beliefs, as well as trade union membership personal data capable of revealing health status, sex life or sexual orientation), provided to us for a better placement of your position (*e.g.* in the context of specific selections, data relating to membership in protected categories). The processing of such personal data will therefore be carried out, in full compliance with the provisions of Article 9(2)(b) and (h) of the GDPR (*i.e.* processing is necessary to fulfill the obligations and exercise the specific rights of the data controller or the data subject in the field of labor law and social security and social protection or - as in the case of selections related to

RGI Tunis s.a.

Résidence « Sana Business Center » Pavillon B,  
2ème Etage- Boulevard Beji Caied Essebsi Centre  
Urbain Nord 1082,  
TUNIS

t +216 29 647933

[www.rgigroup.com](http://www.rgigroup.com)



protected categories - processing is necessary for purposes of preventive medicine or occupational medicine). Special data will be processed in compliance with the regulations set forth in Articles 5, 6 and 9 GDPR.

In the event that any information is provided that is not pertinent to the purposes set forth within this document, RGI will notify you and immediately delete such information.

### **3. Legal basis and purpose of processing**

Your information is needed to understand if your professional profile matches what we are looking for and to formulate a possible proposal for placement in the company.

Personal data provided will be processed, directly and/or through third parties, for the purpose of:

- I. To manage the proper conduct of the personnel selection process. Legal basis: pre-contractual/contractual.
- II. Data may also be evaluated for other job posts for which they are suitable with that specific job post. Legal basis: consent of the data subject.

The data that we ask you to provide through resume entry in the "Work at RGI" section through the appropriate sections in response to one of our advertisements and through the selection process as a whole, including through the direct administration or through companies appointed for this purpose, of questionnaires or technical tests (e.g. programming and foreign language) relevant to the assessment of professional skills in compliance with current regulations, are collected, through the computer platform of application management for the purpose of verifying whether the professional figure of the candidate is in line with the needs of the company and, therefore, to select personnel to be included in our workforce. RGI reserves the right to remove the data received from its archives if, upon inspection, they are found to be inaccurate, incomplete or out of date.

**RGI Tunis** s.a.

Résidence « Sana Business Center » Pavillon B,  
2ème Etage- Boulevard Beji Caied Essebsi Centre  
Urbain Nord 1082,  
TUNIS

t +216 29 647933

[www.rgigroup.com](http://www.rgigroup.com)



#### **4. Methods of data processing**

The personal data you provide on paper or computer will be treated by RGI with care and respect. RGI will take care of:

1. The collection and exact recording so that they match what you stated;
2. The organization and structuring of the same in order to manage the selection process;
3. adaptation or modification, extraction, consultation, use, communication by means of transmission, diffusion or any other form of making available, comparison or interconnection, limitation, storage in a form that allows your identification for a period of time not exceeding that necessary for the purposes for which they were collected, as better specified in Article 7;
4. Deletion or anonymization upon expiration of the period specified in Article 7.

#### **5. Scope of data circulation**

Your data will be processed by as few people as possible, specifically authorized by RGI for the pursuit of the purposes described in paragraph 3 above; your data may be used by RGI personnel who have been assigned a specific role in the selection process and who have been given appropriate instructions regarding confidentiality.

##### **5.1 Access**

Your personal data will be made accessible only to those within the company who need it due to their job description or hierarchical position (selection manager, reference manager during the ter of selection, HR Team for pre-contractual fulfillments). These subjects, will

RGI Tunis s.a.  
Résidence « Sana Business Center » Pavillon B,  
2ème Etage- Boulevard Beji Caied Essebsi Centre  
Urbain Nord 1082,  
TUNIS

t +216 29 647933

[www.rgigroup.com](http://www.rgigroup.com)



be properly instructed in order to avoid loss, destruction, unauthorized access or unauthorized processing of the data themselves.

Your personal data will also be made accessible to third parties who perform instrumental activities on behalf of the Controller and who will process the data as data controllers such as:

- Service companies (including IT) entrusted with specific management (management of computer systems, data entry activities, etc.);
- Companies in the same group to which RGI Tunisia belongs for administrative-organizational matters

## **5.2 Communication**

Personal data may be communicated, without your prior consent, for the above purposes to Public Administrations, Ministry of Finance, Revenue Agency, ministerial bodies and competent Authorities, local authorities (regions, provinces, municipalities), provincial and regional Tax Commissions, social security and assistance funds, Trade Union Associations and Representatives, Universities/Promoting Institutions that have an agreement for the internship and Credit Institutions, recruitment companies and/or employment agencies, freelancers, etc. who will process, at their request, the data as autonomous data controllers.

## **6. Transfer of personal data**

The Data Controller may transfer Data outside the European Union. To this end, in accordance with privacy regulations, the Controller assesses the impact of data transfers and adopts, if applicable, the most appropriate safeguards (e.g., adequacy decisions or standard contractual clauses).

**RGI Tunis** s.a.

Résidence « Sana Business Center » Pavillon B,  
2ème Etage- Boulevard Beji Caied Essebsi Centre  
Urbain Nord 1082,  
TUNIS

t +216 29 647933

[www.rgigroup.com](http://www.rgigroup.com)



## **7. Data retention**

Your data will be kept for as long as we deem necessary for your selection. The personal data that you have provided to us will be retained for the period necessary to make assessments regarding your recruitment needs and in any case for no longer than 24 months from the date of receipt. Upon the expiration of this period, in the absence of further consent, the data will be deleted or anonymized.

## **8. Rights of the data subject**

As a data subject, You are granted the exercise of the right to request from the data controller access to and rectification of your personal data and, in the cases provided for by law, deletion or restriction or the right to data portability or to object to their processing. The data subject always has the right to lodge a complaint with the Supervisory Authority. To exercise your rights, you can send a request to the DPO, who can be contacted at the following e-mail address: [dpo@rgigroup.com](mailto:dpo@rgigroup.com).

## **9. Appointment of the Data Protection Officer and Representative in the Union**

Please be advised that we have appointed a Data Protection Officer whose contact details are available at [www.rgigroup.com](http://www.rgigroup.com) and who can be contacted at the following email address: [dpo@rgigroup.com](mailto:dpo@rgigroup.com)

We inform you that we have appointed RGI S.p.a as Representative in the Union for RGI Tunisia, whose can be contacted at the following contacts:

- email: [federico.dellacasa@rgigroup.com](mailto:federico.dellacasa@rgigroup.com)
- address: Via San Gregorio, 34, Milano

**RGI Tunis s.a.**

Résidence « Sana Business Center » Pavillon B,  
2ème Etage- Boulevard Beji Caied Essebsi Centre  
Urbain Nord 1082,  
TUNIS

t +216 29 647933

[www.rgigroup.com](http://www.rgigroup.com)