	<b>PRIVACY NOTICE PURSUANT TO AND FOR THE PURPOSES OF ARTICLES 13 AND 14 OF REGULATION (EU) 2016/679 AND ITALIAN LEGISLATIVE DECREE 196/2003 AS AMENDED</b>	Rev. 0 Date: 01/09/2019 Page 1 of 2
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Pursuant to EU Regulation 2016/679, this privacy notice confirms that the company GOINGGREEN TRANSLATIONS di Fabiano Gambacorta, with headquarters at Via Cona, 18, Teramo, Italy, as DATA CONTROLLER, acquires and processes the personal data provided by completing the “WORK WITH US” “FORM” on the website [www.goinggreentranslations.com](http://www.goinggreentranslations.com). Therefore, by clicking the “Send” button upon completion of the form, you confirm that you have read and understood this notice and provide, where requested, your consent to the processing of your personal data for the specific purposes indicated below. Specifically, all of the data requested from you is required to assess your application. You have the option of attaching your CV in PDF format. This notice concerns both the data gathered before or during the recruitment process, by applying for one of the positions available in the “Work with Us” area of the website, or when the Data Subject sends their Curriculum Vitae (“CV”) directly and voluntarily via: a web page provided by the Data Controller dedicated specifically to this purpose, email, fax, post or any other tools provided by the Data Controller. In all cases, where personal data is received at the personal initiative of the Data Subject (by voluntarily sending their CV) or collected via third parties, the data to which this notice refers is supplied at the moment of the first useful contact following the sending of the CV, in accordance with article 111 bis of Italian Legislative Decree 196/2003.

**1. Purposes and legal basis for processing the data (article 13, paragraph 1, letter c) of EU Regulation 2016/679)**

Personal data is collected and processed exclusively in order to:

- a) receive your application for a potential business relationship with our company (either as an employee or an external partner)
- b) contact you in the event we are interested in your application
- c) create a company database to draw on for any future needs the company may have (with consent)
- d) process, at the discretion of the Data Controller, sensitive data sent voluntarily by the candidate (with consent)

**2. Data processing principles (article 5 et seq. of EU Regulation 2016/679)**

The data acquired and/or provided by you will be processed in an HONEST, LAWFUL and TRANSPARENT manner, PROTECTING THE DATA SUBJECT’S RIGHTS AND PRIVACY and in general protecting your privacy and rights.

**3. Retention period (article 13, paragraph 2, letter a) of EU Regulation 2016/679)**

The data will be stored for 36 months from the time it is entered into the system, or from the time it is updated by the user, after which it will be deleted automatically. If, however, you should enter into a business relationship with our company, the data will be stored for the full duration of the working relationship and, on its conclusion, for a further 10 years, to protect our legitimate interests in the event of disputes.

**3. Data processing methods and location**

Your data is processed for the purposes set out under point 1 above using both automated methods in electronic format and non-automated methods on paper, in compliance with the rules on privacy and security set out in current legislation, any resulting regulations and internal rules.

Your CV will be retained in full in the format in which you send it. We therefore recommend you delete from it any information not relevant to the business relationship offered. In all cases, our company will only use the information required to assess your application. The Data Subject is advised not to send sensitive information to the Data Controller. If, however, the Data Subject does send sensitive data of this type, the Data Controller may, at their discretion, process them regardless or delete them. The processing takes place at the headquarters of the company specified above. The data may be processed on behalf of GOINGGREEN TRANSLATIONS by professionals and/or companies employed to conduct specific technical, development, management, administrative and accounting or consultancy activities, at their respective premises. The list of external data managers will be made available on the website.

**4. Compulsory or optional nature of data provision and consequences of refusing to provide data**

Providing the data is optional. Failing to supply the necessary personal data will make it impossible to process your application to work with our company.

**5. Data communication**


Your data will NOT be passed to third parties, except as stated under point 3 above.

**6. Transfer of data abroad**

The personal data is stored on servers and in archives located within the EU. The data may be sent within Italy and potentially abroad, both within and outside the European Union, to clients who order specific work, subject to a dedicated agreement and contract. The transfer of data will comply with the rights and guarantees set out in current legislation.

**8. Rights of the data subject**

As the DATA SUBJECT, you enjoy the rights set out in article 15 et seq. of EU Regulation 2016/679, and specifically the right to: a) access your personal data (article 15 of EU Regulation 2016/679); b) receive confirmation of whether or not personal data regarding you exists, even if not yet recorded, and receive it in a legible format; c) obtain information regarding the origin of the personal data, the purposes for which it is processed and the methods used to do so, the logic applied for processing conducted using electronic tools, the contact details of the Data Controller and Data Managers, and the subjects or categories of subjects to whom personal data may be communicated or who may come into contact with it as an appointed representative of the State, a manager or an employee; d) update, correct or (if desired) add to the data (article

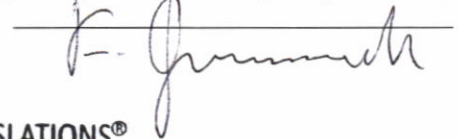
	<p style="text-align: center;"><b>PRIVACY NOTICE PURSUANT TO AND FOR THE PURPOSES OF ARTICLES 13 AND 14 OF REGULATION (EU) 2016/679 AND ITALIAN LEGISLATIVE DECREE 196/2003 AS AMENDED</b></p>	<p>Rev. 0 Date: 01/09/2019 Page 2 of 2</p>
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16 of EU Regulation 2016/679) and delete, anonymise or freeze data processed unlawfully, including data that does not need to be stored for the purposes for which the data was gathered and subsequently processed, the so-called “right to be forgotten” (article 17 of EU Regulation 2016/679); e) request limits be placed on the processing of your personal data (article 18 of EU Regulation 2016/679); f) receive confirmation that the operations as per letters a) and b), including in relation to their contents, have been brought to the attention of the entities to which the data was communicated or disseminated, unless this requirement proves impossible or involves a manifestly disproportionate effort compared with the right that is to be protected; g) oppose, in full or in part, for legitimate reasons, the processing of your personal data, including in relation to the purposes of its collection (article 21 of EU Regulation 2016/679); h) the portability of your personal data (article 20 of EU Regulation 2016/679), provided it falls within the scope of data for which portability is allowed. You also have the right to file a complaint with the Italian Data Protection Authority.

**9. Data Controller**

The Data Controller, whom you can contact to assert your rights under articles 15 et seq. described under point 8 above, is GOINGGREENTRANSLATIONS DI FABIANO GAMBACORTA, Via Cona, 18, 64100 TERAMO, Italy, tel. (+39) 0861241235, e-mail infoinggreentranslations.com.

The Data Controller  
(Stamp and signature of the Legal Representative)



**GOING GREEN TRANSLATIONS®**  
Our Business is Translating Your Business®  
Via Cona, 18 - 64100 TERAMO  
Tel. 0861.241235 / Cod. Dest. W7YVK9  
Partita IVA: 0 1 7 3 9 1 1 0 6 7 2  
Cod. Fisc. GMB FBN 66E26 L103G