



RECRUITMENT AND SELECTION OF CANDIDATES

IMPORTANT INFORMATION

The spontaneous application form may be completed exclusively by individuals who are of legal age. Completion of the fields is reserved for the candidate wishing to indicate their availability. Except in cases of explicit authorisation from the Candidate, current legislation, particularly regarding privacy, does not permit third parties to complete the fields or submit CVs on behalf of the Candidate.

The Candidate may only share information for which they have full availability and have obtained the necessary authorisations from the individuals to whom such information refers.

We encourage candidates to periodically update their data.

INFORMATION ON THE PROCESSING OF PERSONAL DATA

in accordance with Articles 13 – 14 of EU Regulation 2016/679

The companies within the Human Company Group, as part of their activities related to the search and selection of candidates for their respective recruitment campaigns, invite you to carefully read this notice concerning the protection of personal data.

1. Data Controller

The Data Controllers responsible for handling the personal data submitted as part of your application are the following companies (collectively referred to as "Human Company"):



- **Hu Holding S.p.A.**, registered office at Via Generale C. A. dalla Chiesa, 13 – 50136 – Florence (FI), Tax Code and VAT No. 07377040485, contactable by email at privacy@humancompany.com.

The Data Protection Officer (DPO) can be contacted at: rpd@humancompany.com

- **Hu Openair S.r.l.**, registered office at Via Generale C. A. dalla Chiesa, 13 – 50136 – Florence (FI), Tax Code 02098970482 and VAT No. 00282740976, contactable by email at privacy@humancompany.com.

The Data Protection Officer (DPO) can be contacted at:
rpd.huopenair@humancompany.com.

- **Roma Camping S.r.l.**, registered office at Via Aurelia 831 – 00165 – Rome (RM), Tax Code 01029610589 and VAT No. 00954081006, contactable by email at privacy@humancompany.com.

The Data Protection Officer (DPO) can be contacted at:
rpd.romacamping@humancompany.com.

- **Roma Gestioni S.r.l.**, registered office at Via Aurelia 831 – 00165 – Rome (RM), Tax Code and VAT No. 08219321000, contactable by email at privacy@humancompany.com.

The Data Protection Officer (DPO) can be contacted at:
rpd.romagestioni@humancompany.com.

- **ECV Shops S.r.l.**, registered office at Via Generale C. A. dalla Chiesa, 13 – 50136 – Florence (FI), Tax Code and VAT No. 06441810485, contactable by email at privacy@humancompany.com.



The Data Protection Officer (DPO) can be contacted at:
rpd.ecvshops@humancompany.com.

- **Camping International S.a.**, registered office at Um Birkelt n.1, Larochette, Lussemburgo, TVA LU13005324, contactable by email at privacy@humancompany.com.

The Data Protection Officer (DPO) can be contacted at:
rpd.campinginternational@humancompany.com.

- **Human Company S.r.l.**, registered office at Via Generale C. A. dalla Chiesa, 13 – 50136 – Florence (FI), Tax Code and VAT No. 06152400484, contactable by email at privacy@humancompany.com.

The Data Protection Officer (DPO) can be contacted at: rpd.
rpd.humancompany@humancompany.com.

- **Tiber S.r.l.**, registered office at Via Generale C. A. dalla Chiesa, 13 – 50136 – Florence (FI), Tax Code 01426880587 and VAT No. 00995111002, contactable by email at privacy@humancompany.com.

The Data Protection Officer (DPO) can be contacted at:
rpd.tiber@humancompany.com.

- **Società Agricola Le Driadi S.r.l.**, registered office at Via Di Norcenni 21 – 50063 – Figline e Incisa Valdarno (FI), Tax Code and VAT No. 05627800484, contactable by e-mail at privacy@humancompany.com.

The Data Protection Officer (DPO) can be contacted at:
rpd.ledriadi@humancompany.com.



2. Types of Data

In order to assess applications, Human Company processes the personal data provided in the registration form for submitting a curriculum vitae via the "Work with us" section of the website humancompany.com. The categories of data processed include: first name, surname, email address, CV, and any other information contained therein such as a photograph, education, certificates, qualifications, and work experience.

If you participate in a recruitment process, additional personal data relating to tests and interviews will also be processed, including, for example:

- any psycho-physical assessments required for the position (such as subjective evaluations by the recruitment staff and, where applicable, certificates/attestations of suitability issued in the pre-employment phase by the Occupational Health Physician);
- information from public registers, lists, acts, or documents accessible to anyone.

Among the data listed above, only if relevant and necessary for the purposes set out below, special categories of data may also be processed, such as information regarding health or protected categories, or membership of political parties, trade unions, associations, or organizations of a political or trade union nature, but only if pertinent and necessary for the selection process. With particular reference to Tiber S.r.l., during the recruitment process, candidates may be asked to provide a copy of their criminal record if the position requires duties for which the law allows or requires verification of the absence of criminal convictions.

The collection and updating of data is carried out mainly via the candidate or persons acting on their behalf and/or authorized by them (for example, recruitment agencies, schools/training bodies, associations, employment centres, etc.), or from sources freely accessible to anyone, and in some cases from previous employers or referees indicated by the candidate.



3. Purposes of Processing and Legal Bases

The data contained in the curriculum vitae and collected during interviews in the selection phase are used exclusively for the following purposes:

- To assess the application for potential employment or collaboration, including non-continuous positions [legal basis: execution of pre-contractual measures taken at the candidate's request – art. 6 c.1 lett. b GDPR e art. 111-bis D. Lgs. 196/2003].
- To verify the completeness of the data, which is an essential requirement for correct participation in the selection process [legal basis: execution of pre-contractual measures taken at the candidate's request – art. 6 c.1 lett. b GDPR e art. 9 par. 2 lett. b/e GDPR].
- To supplement information by consulting public registers, documents available online, or other manifestly public data, with the aim of assessing professionalism, aptitude and the requirements necessary for the role [legal basis: execution of pre-contractual measures taken at the candidate's request – art. 6 c.1 lett. b GDPR e art. 9 par.2 lett. e GDPR].

Providing the data marked with an asterisk (*) on the website form is “mandatory”. Failure to provide such data will make it impossible for the Human Company Group companies, each for their respective recruitment campaigns, to receive the application and any job offers matching the professional profile.

The request to participate in selection procedures pursuant to Law 68/99 and subsequent amendments will be subject to the processing of any special categories of data provided by the data subject.

4. Methods of Processing

The processing is carried out using paper-based, IT and/or electronic tools, with organisational methods and logic strictly connected to the purposes set out above, always in full compliance with the principles of lawfulness, fairness, transparency, data minimisation, integrity, confidentiality, and security as established by the GDPR.



The processing is conducted in such a way as to guarantee the protection of data at every stage, from collection to storage, through to any eventual deletion. The Data Controller adopts appropriate security measures aimed at preventing unauthorised access, disclosure, alteration, or destruction of personal data.

5. Data Retention Period

Personal data will be processed for the time necessary to contact the individual and conduct the subsequent interview, as well as for the storage of CVs for future recruitment needs, for a maximum period of 12 months following the last contact with the data subject and/or the most recent update of the CV by the candidate. After this period, the data will be deleted from both the paper and digital archives of the Data Controller.

Personal data may be processed for a longer period if required by legal provisions that justify the extended retention of the data.

If the selection process is successful, the CV will be included in the "Employee File" and personal data will be processed according to the methods set out in the privacy notice provided to employees at the time of hiring.

6. Disclosure of Data

For the achievement of the aforementioned purposes, the personal data provided will be processed by the Human Company Group companies, each with regard to their respective recruitment campaigns. Candidates' personal data will only be accessible to those individuals within the relevant Group companies who have been specifically trained and authorised, and who require access to fulfil the purposes of this processing (for example, Human Resources staff, managers and coordinators of relevant departments and operational units, etc.).

Furthermore, for the purpose of supporting recruitment and selection activities, as well as performing information services, data may be processed by Third Parties carrying out instrumental activities on behalf of the Group companies (such as external companies or consultants engaged to assist with selection activities and necessary candidate



assessments, external providers responsible for the management and maintenance of IT systems to ensure proper system operation and data security, etc.). These third parties have entered into specific contracts that clearly regulate the processing entrusted to them and their obligations regarding personal data protection.

In particular, the registration of CV data for applications is carried out via the Allibo portal, provided by Beetween Group – 91 Rue de l'Université, Paris (France), VAT FR-59498620012.

An up-to-date list of data recipients is available upon request from the email address of the company that initiated the relevant recruitment campaign.

7. Data Transfers

The Data Controller does not transfer personal data to countries outside the European Economic Area (EEA). Should it become necessary to do so, the data subjects will be informed in advance, and appropriate safeguards for the transfer will be implemented. Depending on the circumstances, these measures may include verifying the existence of an adequacy decision for the recipient country by the European Commission, signing standard contractual clauses, or assessing the adoption of any supplementary measures in accordance with EDPB Recommendation 01/2020.

8. Data Disclosure

The personal data provided upon receipt of your application will not be disclosed publicly in any way.

9. Rights of Data Subjects

The Regulation (EU) 2016/679 (GDPR) grants data subjects the exercise of specific rights. In particular, with regard to the processing of their personal data as described in this notice, the data subject has the right to request the following from the Data Controller:



- **Access:** The data subject may request confirmation as to whether or not personal data concerning them is being processed, as well as further clarification regarding the information provided in this notice (Article 15 GDPR);
- **Rectification:** The data subject may request the rectification or completion of data they have provided, should it be inaccurate or incomplete (Article 16 GDPR);
- **Erasure:** The data subject may request the deletion of their data if it is no longer necessary for the aforementioned purposes, in the event of withdrawal of consent or objection to processing, in cases of unlawful processing, or where there is a legal obligation to erase the data (Article 17 GDPR);
- **Restriction:** The data subject may request that the processing of their personal data be restricted if they contest its accuracy for the period necessary for verification, in the case of unlawful processing where they object to deletion, if the data is required for the establishment, exercise or defence of legal claims, or where they have objected to processing pending verification of the overriding legitimate grounds of the Data Controller (Article 18 GDPR);
- **Portability:** The data subject may request to receive their data, or have it transmitted to another Data Controller indicated by them, in a structured, commonly used and machine-readable format (Article 20 GDPR);
- **Objection:** The data subject may object at any time to the processing of their data, unless there are legitimate grounds for the processing that override their interests, for example, for the establishment or defence of legal claims by the Data Controller (Article 21 GDPR).

To exercise these rights, data subjects may contact the Data Controller at any time by sending a request to the e-mail address provided in the table.

Hu Holding S.p.A.	rpd@humancompany.com
Hu Openair S.r.l.	rpd.huopenair@humancompany.com
Roma Camping S.r.l.	rpd.romacamping@humancompany.com
Roma Gestioni S.r.l.	rpd.romagestioni@humancompany.com



ECV Shops S.r.l.	rpdcvshops@humancompany.com
Camping International S.a.	rpdcampinginternational@humancompany.com
Human Company S.r.l.	rpdc.humancompany@humancompany.com
Tiber S.r.l.	rpdc.tiber@humancompany.com
Società Agricola Le Driadi S.r.l.	rpdc.ledriadi@humancompany.com

To ensure proper handling of the request and the protection of personal data, the Company will verify the identity of the requester before proceeding. Once identity has been confirmed, the Data Controller will respond within 30 days of receiving the request, unless particularly complex cases require an extension, in accordance with the provisions set out by law.

Users also have the right to lodge a complaint with the Italian Data Protection Authority if they believe that the processing of their personal data is in breach of applicable regulations. The Authority can be contacted via telephone at 06.696771, by email at protocollo@gpdp.it, or by certified email at protocollo@pec.gpdp.it.

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