

**POLI.DESIGN**

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POLITECNICO DI MILANO

## Internship position @ FIT in Milan Current Job Responsibilities for Administrative Assistance

### Activities/responsibilities

- Office coverage, phones and direct or help with all student walk-in inquires as needed.
- Assistance and set up of academic trips - booking hotels, transportation, tradeshow tickets and industry appointments for 4 to 5 major excursions (i.e. France, Tuscany, Piemonte, Veneto) as well as numerous local museum and regional visits.
- Assistance / Set up of administrative visits and tours as needed.
- Assistance with student housing during orientation and follow up as needed.
- Assistance with development of a fashion show and graduation ceremony, special events, exhibitions, visiting faculty administration and summer programs
- Assistance with outreach for donations and industry visits
- Regular communication with faculty and students via email/phone: all travel announcements, and general announcements as needed.

The ideal candidate has a Degree in language or humanistic topics, and has a previous experience in office assistance roles.

### He/she has:

- Capabilities in clerical work and administrative assistance
- Capabilities in event planning and coordination
- Good Skills in graphic and communication Design
- is able to deal with projects of different sizes and has a strong organizational capacity and good time management skills.
- Good problem-solving skills, flexibility, precision, and a pro-activity approach
- Able to working in a multicultural environment.
- Furthermore, he/she has professional experience in standard computer programs (MS Office) and graphic and communication Design.
- Fluent Italian and English are key.

### Employment Type: FULL TIME - activated immediately

#### Type of Contract: extracurricular internship

Candidates are kindly requested to send their CV to the following address: [personale@polidesign.net](mailto:personale@polidesign.net) within November 22<sup>nd</sup>, 2018 at 1 p.m. (Italian time). The research is addressed to candidates of both sexes (L. 903/77).

Please note: the Privacy Notice below must be attached along with the curriculum vitae. The transmitted cv will not be taken into consideration unless accompanied by this Privacy Notice.

Date publication, Milano, 08/11/2018

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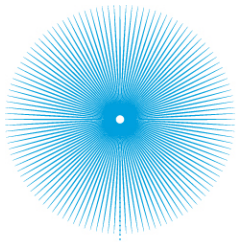
Società consortile  
a responsabilità limitata

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## **Privacy Statement work with us and unsolicited applications**

### **POLI.design S.c.r.l.**

whose registered is located in via Durando 38/A, Milan, TAX/VAT CODE: IT-12878090153, is the Data Controller responsible for processing personal data (hereafter referred to as "POLI.design S.c.r.l.", or the "Controller")

Pursuant to Article 13 of the EU Regulation no. 2016/679 (hereinafter "GDPR"), setting out the provisions for the protection of persons and other subjects regarding the processing of personal data, we wish to inform you that the data you provide will be processed in compliance with the aforementioned law and the obligations of confidentiality deriving from it.

#### **1. Data Controller**

The company POLI.design Scrl, based in Via Durando 38/A, Milan (hereinafter referred to as the Company), hereby identifies itself as the Data Controller, pursuant to articles 4, 7 and 24 of EU 2016/679 Regulation (or GDPR) of 27 April 2016 concerning the protection of individuals with regard to the processing of personal data. The Company therefore declares, pursuant to article 13 of the Regulation, its intention to process such data primarily and exclusively for the purposes of training, in accordance with the methods set out below.

#### **2. Purposes**

The personal data we collect will be processed for the purpose of evaluating applications for job positions offered by the Controller; such data will also be processed in the event of unsolicited applications. If the user does not consent to his/her personal data being processed, the Controller will refrain from processing any personal data that may be processed and ensure that it is deleted.

#### **3. Data processing and storage methods**

Processing will be carried out using automated and/or manual methods, in compliance with the provisions of article 32 of the GDPR 2016/679 regarding security of processing, by specifically appointed persons, and in compliance with the provisions of art. 29 of the GDPR. Please note that, in compliance with the principles of lawfulness, limitation of purpose and minimization of data, pursuant to art. 5 GDPR and subject to your free and explicit consent expressed at the end of this statement, your personal data will be kept for no longer than is necessary for the purposes for which they were collected and, in any event, no more than 5 years from the date on which they were submitted.

#### **4. Disclosure and communication policy**

We also inform you that your personal data will never be disclosed or communicated without your expressed consent, unless we are required to do so in order to comply with legal obligations, which may involve the transfer of data to public bodies, or, within the scope of the purposes for which they were collected, to consultants or individuals appointed as processing controllers.

#### **5. Transfer of Personal Data**

Your data will not be transferred to third countries that do not belong to the EU or to other Member States of the European Union.

#### **6. Special Categories of Personal Data**

The Owner does not collect special categories of personal data (articles 9) and 10).

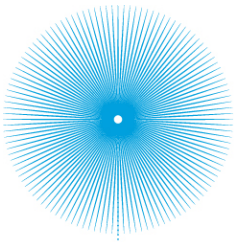
#### **7. Existence of an automated decision-making process, including profiling**

The Owner has not adopted any form of automated decision-making process, including profiling, pursuant to in Article 22, paragraphs 1 and 4, of EU Regulation no. 679/2016.

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

Pursuant to articles 15 to 22 of EU Regulation no. 2016/679, you may, at any time, exercise the right to:

- request confirmation of the existence or otherwise of your personal data;
- obtain information on the purposes of the processing, the categories of personal data, the recipients or categories of recipients to whom the personal data has been or will be communicated and, where possible, the retention period;



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- request that your personal data be corrected and deleted;
- obtain restrictions on the processing of your personal data;
- data portability, i.e. to receive your personal data in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller without hindrance;
- oppose the processing at any time, including for direct marketing purposes;
- object to being subjected to an exclusively automated decision-making process concerning individuals, including profiling;
- ask the Data Controller for access to and rectification or deletion of personal data or restrictions on processing the data concerning the data subject, or to object to its processing, as well as the right to data portability;
- withdraw consent at any time, without affecting the lawfulness of any processing based on consent given prior to the revocation;
- file a complaint with a supervisory authority.

The data subject may, at any time, exercise his rights by submitting a request to the Data Controller via:

- registered letter with return receipt to POLI.design Scrl, at the registered office at via Durando 38/A, 20158 Milan
- e-mail address: [privacy@polidesign.net](mailto:privacy@polidesign.net).

#### **9. Other Processors**

The Internal Processing Manager is authorised to act as the Controller on behalf of the Managing Director.

The DPO is available at the following email addresses [dpo@polidesign.net](mailto:dpo@polidesign.net)

An updated list of Processors, appointed by the Data Controller of the DPO pursuant to Articles 37, 38 and 39, and appointed pursuant to the GDPR Regulation 2016/679 is available from the registered office of the Data Controller.

#### **10. Consent**

Pursuant to EU Regulation 679/2016 on Privacy, the Data Subject's consent to the processing of data for this purpose is considered necessary. By signing this form you consent to the processing of your personal data.

Read, approved and signed

Place and date, .....

Name Surname.....

Email.....

Signature

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