



**MAGNO**  
International  
School, Alicante  
an Orbital Education School

# CURRICULUM POLICY

<u>Approved by:</u>	Rosa María Tortosa
Last reviewed on:	September 24
Next review due by:	July 25

**The processes will be published on the employment portals considered at the time.**

**Spontaneous applications will be collected through a specific email address [humanresources@magnoschool.es](mailto:humanresources@magnoschool.es)**

### **GDPR Clause for the Receipt of Curriculum Vitae**

In accordance with the provisions of the General Data Protection Regulation (GDPR) (EU) 2016/679 and Organic Law 3/2018, of December 5th, on Personal Data Protection and the Guarantee of Digital Rights, we inform you that the personal data provided and collected in this job application or curriculum vitae will be processed and automatically included in the personal data files of the Controller, where personal data is collected and stored for the sole purpose of being part of the personnel selection processes, job pool, and hiring that may be carried out.

The data provided will be retained for a maximum of 2 years. These will not be transferred to third parties except in cases where there is a legal obligation, and we will process them based on a legitimate interest between both parties. Additionally, we inform you that the entity will NOT make automated decisions with significant legal effects unless prior consent has been obtained. The Controller guarantees the proper use of the information and, in particular, the full confidentiality of personal data contained in our files, as well as full compliance with obligations regarding the protection of personal data.

Furthermore, we inform you of your rights regarding your personal data: the right to access, rectify, erase or be forgotten, restrict, object, port, and withdraw the given consent. To exercise these rights, you can send an email to: [hr@sanalbertomagno.com](mailto:hr@sanalbertomagno.com) or send a letter to Docere Servicios Educativos, S.L., Avda. Levante 10-10-03670 – Monforte del Cid – Alicante.

Additionally, you can contact the competent Data Protection Authority (the AEPD, in Spain) for more information or to file a complaint.

In case there is any change in your personal data, we request that you inform us in writing for the sole purpose of keeping your job application or curriculum vitae updated.

### **Controller Identification Data:**

Docere Servicios Educativos, S.L., Avda. Levante 10-10-03670 – Monforte del Cid – Alicante.

**For what purposes will we process your personal data?**

- Organizing selection processes for employee hiring.
- Scheduling job interviews and evaluating your application.
- If you have given us your consent, we may transfer it to partner or related companies, solely with the aim of helping you find a job.
- If you check the acceptance box for the privacy policy, you give us your consent to transfer your job application to the entities that are part of the group of companies, with the aim of including you in their personnel selection processes.

**What is the legal basis for processing your data?**

The legal basis is your unequivocal consent, given by sending us your CV.

**How long will we keep your personal data?**

For a minimum of 2 years or until the withdrawal of the consent granted.