

CANDIDATES' PRIVACY POLICY

Art. 13 EU Reg. 2016/679 "GDPR"

WHO IS THE DATA CONTROLLER?

The Data Controller is **SIMONETTA SPA**, with registered office in Jesi (AN), 60035, via San Marcello 102, Tel: 0731 2301, email: info@simonetta.it pec: simonetta.spa@pecraccomandata.it

More information at: <https://www.simonetta.it/>

WHO IS THE DATA PROTECTION OFFICER?

The Data Protection Officer (or Data Protection Officer -DPO) is your point of contact for any questions or issues related to the application of the GDPR, who can be reached at the following E-mail address: dpo@simonetta.it

WHAT IS THE PURPOSE OF THE PROCESSING?

We inform you, as a "Data Subject", that we will process your data in order to carry out research and/or selection of possible candidates to work at our facilities, as well as for any other related or instrumental purpose. We will assess the consistency of your profile with respect to the position to be filled, also with reference to our evaluation criteria.

ON WHAT LEGAL BASIS DO WE PROCESS THE DATA?

Pursuant to Article 6 GDPR, letters b) and c), the processing is necessary for the performance of a contract to which the data subject is a party or the execution of pre-contractual measures taken at the data subject's request.

WHAT CATEGORIES OF DATA DO WE PROCESS?

Mainly we only request and process personal data categorized as "common," such as biographical, contact and work experience and professional data, usually contained within the Curriculum Vitae. In some cases, however, it may be essential to process data categorized as "special" as well. In these cases it will be our responsibility to inform you of the specific information regarding the use, legal basis and purpose of the processing. The provision of data is mandatory in order to assess your profile and consider your application.

TO WHOM DO WE DISCLOSE PERSONAL DATA?

The data are processed by authorized personnel at the registered office and operational offices of the Data Controller, in relation to the specific need, as well as in any other place where the parties involved in the processing may be located. Your personal data will be communicated to public bodies and institutions in charge in order to comply with obligations under laws and regulations. Likewise, your data may be disclosed to external companies that perform outsourced activities on our behalf, duly instructed as data processors. These data processors are accredited and authorized to process data exclusively for specific purposes, in compliance with the protection of personal data.

HOW DO WE PROCESS THE DATA?

Your personal data will be processed through the use of analog and digital systems. Only personnel authorized by the Data Controller will have access to your data to carry out processing operations or systems maintenance. We take all useful technical and organizational measures to avoid problems of unauthorized access, disclosure, modification or destruction. We specify that we do not use, within our organization, an automated decision-making process, including profiling, which produces legal effects concerning you and/or significantly affects you.

IS DATA TRANSFERRED TO COUNTRIES OUTSIDE THE EU?

Your data will not be transferred to third countries outside the European Union and with data protection regulations that are not aligned with the GDPR; it will also not be disclosed by us to any unauthorized third parties for purposes other than those stated in this policy.

HOW LONG DO WE KEEP THE DATA?

We will keep your data, given to carry out search and/or selection activities, for the duration of the selection and, after the conclusion of the selection process, for a maximum of 18 months. At the end of the stipulated period, the data will be destroyed, redelivered or processed while ensuring compliance with the principle of minimization, protecting the rights and freedoms of the data subject and always storing them with adequate technical and organizational security measures.

WHAT ARE YOUR RIGHTS?

The data subject has the right to request from the Data Controller access to and rectification or erasure of personal data or the restriction of processing concerning him or her or to object to its processing, as well as the right to data portability, in accordance with the GDPR and, therefore, at any time he or she may request a digital copy of the data or its automatic transfer to other companies. In the cases provided, he or she may also object to or revoke the consent given. The data subject's right to lodge a complaint before the Italian Data Protection Authority(www.garanteprivacy.it) remains unaffected. Any request to exercise rights will be evaluated within the limits of Articles 23 GDPR and 2-undecies and 2-duodecies Privacy Code. To exercise these rights or to obtain information on their content, we invite you to send a request via e-mail to the DPO address, above, using the "*GDPR Right exercise Form*" made available on the company website.