



## INFORMATION PROVIDED FOR CANDIDATES pursuant to art. 13 Reg. (EU) 2016/679 (GDPR)

Dear Candidates,

Regulation (EU) 2016/679 on the “protection of natural persons with regard to the processing of personal data” (hereinafter also “GDPR”) protects the processing of the personal Data of natural persons, defined by the regulation as “Data Subjects”. Pursuant to art. 13 of the GDPR, Novatex Italia S.p.A. (hereinafter “Novatex”), as processing “Controller”, is obliged to provide you with information on the processing of Data collected through spontaneous candidacies or *Curriculum Vitae* sent spontaneously by you or made available to our Company.

That processing must be performed fairly, lawfully and transparently, and must protect the confidentiality and rights of the Data Subject itself.

So, pursuant to art.13 of the GDPR we are providing you with the following information:

### 1. Identity and contact details of the controller

Controller, responsible for decisions on the processing purposes and methods used for your Data is Novatex Italia S.p.A, represented by the legal representative pro-tempore, with registered office in via per Dolzago nr. 37, Oggiono (LC).

### 2. Purpose of the processing

The Data provided by you will be processed for the following purposes:

2.1. To check for the competences needed to be hired or to start working with Novatex, and for purposes connected or instrumental to the search and selection of candidates.

### 3. Legal Basis

With reference to the purposes pursuant to point 2 above, the legal basis for the processing of Data is:

- 3.1. the legitimate interest of the Controller to ascertain candidate competences and professionalism;
- 3.2. execution of obligations and pre-contractual measures.

### 4. Optional provision of Data

Providing Data for the purposes in point 2 is optional.

Not doing so will make it impossible to process the Data and, consequently, impossible to perform the selection. Meaning that the candidacy cannot be considered for a possible work relationship with candidates.

### 5. Data categories processed

5.1. Your Data that Novatex processes or could process include the following, as an example:

- 5.1.1. Personal data (name, surname, address, tax code etc.);
- 5.1.2. Contact data (personal phone number and e-mail address);
- 5.1.3. Curriculum data referred to training, education and previous professional experiences;
- 5.1.4. any further Data provided by you spontaneously.

### 6. How Data is processed: disclosure and profiling

Personal Data is processed using manual, electronic and computer tools, with logics strictly related to the purposes indicated and, in any case, in order to guarantee the security and confidentiality of Data, in compliance with the principles of necessity and relevance established by the law. Your personal Data will be processed by personnel specifically authorised to do so and trained on the protection of personal Data. Computer technicians and external IT personnel supervising the operations and maintenance of our IT system may also have access to Data; within the limits of functions assigned to them and in compliance with the necessity and relevance principles indicated.

The data processed will not be disclosed and profiled.



## 7. Storage period

Your Data will be stored in our databases and paper archives (internal and external) for maximum 12 months from the date they are received.

## 8. Categories of subjects the Data can be disclosed to

Your Data can also be disclosed, solely for the aforementioned purposes, to the following subjects and subject categories:

- 8.1. co-workers, consultants and professionals from companies with whom Novatex has a professional relationship for the supply of services (e.g. company IT maintenance services), after being appointed as external data Processors;
- 8.2. personnel in the company who, for reasons linked to their jobs, are duly identified and appointed as persons authorised to process personal Data;
- 8.3. company doctor or specialised clinics/institutes, as autonomous Controllers, for stages related to any pre-employment medical visit;
- 8.4. travel agencies, hotels, airlines and transport companies, even railways, for purposes connected to performing the selection process.

*The above-indicated subjects will perform the Data processing, based on the case and guaranteeing the same level of Data protection, as Processors duly appointed by the Controller pursuant to law or, alternatively, as autonomous Controllers.*

## 9. Place of processing and transfer of personal Data to Non-EU countries:

Personal data is managed and stored on servers located in the European Union;

## 10. Rights of the Data Subject

In conformità a quanto previsto nel Capo III, Sezione I, GDPR, Le vengono riconosciuti una serie di diritti, che può esercitare in qualsiasi momento, ed in particolare:

In compliance with Chapter III, Section I, GDPR, you are acknowledged a number of rights which you may exercise at any time; in particular:

- 10.1. **Right of access** - Receive confirmation as to whether your personal Data is being processed or not and, if so, receive information on, more specifically: processing purpose, personal Data categories processed and storage period, recipients to whom the Data can be disclosed (article 15, GDPR);
- 10.2. **Right to rectification** - Obtain, without any undue delay, rectification of any inaccurate or obsolete personal Data concerning you and integration of incomplete personal Data (article 16, GDPR);
- 10.3. **Right of erasure** (so-called. Right to be forgotten) - Ask for your personal Data to be deleted or erased. However, this right may be limited for legal reasons or to satisfy our legitimate interest to preserve the personal Data of the user (article 17, GDPR);
- 10.4. **Right to restriction of processing** - Obtain restriction of processing from the Controller, in cases foreseen by the GDPR (article 18, GDPR);
- 10.5. **Right to withdraw** - If processing is based on consent, the right to withdraw processing at any time (article 7, par. 3, GDPR);
- 10.6. **Right to data portability** - Receive in a structured, commonly used and machine-readable format, the personal Data concerning you provided to the Controller; and to obtain that the data be transmitted to another controller without hindrance, in cases set forth in the GDPR (article 20, GDPR);
- 10.7. **Right to object** - Object to the processing of your personal data, unless the Processor has legitimate reasons for continuing processing (article 21, GDPR).

You may exercise those rights by sending a message to the e-mail address [privacy@novatexitalia.it](mailto:privacy@novatexitalia.it), indicating the right to be exercised in the subject, in order to enable us to identify your request.

You may also exercise the right to submit a complaint to the Data Protection Supervisor Authority (Privacy Authority) as indicated on the website: [www.garanteprivacy.it](http://www.garanteprivacy.it)