

	<b>PRIVACY POLICY FOR CANDIDATES</b>	<b>MOD. CANDIDATES.-PRI</b> Ed. 01/2023 Page 1 of 3
---	--	---

Pursuant to and for the purposes of Articles 13 and 14 of European Regulation 2016/679 (*hereinafter GDPR*) containing provisions on the protection of personal data, **the Company Sirec S.p.A.**, in its capacity as Data Controller (hereinafter referred to as the "Data Controller") informs you that the data provided by you, or otherwise acquired, will be processed in compliance with the aforementioned legislation.

The processing of personal data will be carried out in a lawful, correct and transparent manner towards the data subject.

By processing of personal data we mean any operation or set of operations, carried out even without the aid of electronic tools, concerning the collection, recording, organization, storage, consultation, processing, modification, selection, extraction, comparison, use, interconnection, blocking, communication, dissemination, cancellation and destruction of data, even if not recorded in a database.

**- DATA CONTROLLER**

The Data Controller is the Company **Sirec S.p.A. (VAT NUMBER 01884820349)**, in the person of the legal representative P.T., with registered office in **Via Sacca, 60/1 Colorno (Parma)**, Addresses: **email [sirec@sirec.it](mailto:sirec@sirec.it) – PEC [sirecspa@legalmail.it](mailto:sirecspa@legalmail.it) – Tel. +39 0521 312 593.**

**- CATEGORY OF DATA PROCESSED:**

The data subject to this processing are the following:

- a) personal identification data (name, surname, place and date of birth, tax code tel. address, educational qualifications, personal photo possibly attached to the CV) and everything you have independently entered contained in your curriculum vitae and related attachments;
- b) additional data, including those pursuant to Article 10 of the GDPR, (data that the law defines as "special", e.g. disability, health conditions) that may be voluntarily included in your curriculum vitae.

**- PURPOSE OF THE PROCESSING AND LEGAL BASIS:**

**EXPERIMENT WITH PROCEDURES FOR THE SELECTION OF PERSONNEL (THROUGH METHODS OF RECEIPT OF CVS BY THE COMPANY - e.g. e-mail, hand delivery, etc.).**

Your data will be processed in order to allow the performance of activities connected or instrumental to the company's internal selection processes, a necessary prerequisite for any recruitment or for the start of a possible collaboration. Your data will also be processed in order to communicate the outcome of the selection procedure, by contacting you at the contact details contained in the form on your curriculum vitae.

The data processing is necessary for pre-contractual purposes (Art. 6 lit. b GDPR), in conjunction with Art. 88 (1) GDPR and General Authorization no. 1/2016 of the Italian Data Protection Authority (Authorization for the processing of sensitive data in employment relationships – 15 December 2016) related to the personnel selection processes that originated from the receipt of your curriculum vitae.

**Recipients of the data:** the data collected in relation to the indicated purpose may be communicated to the persons in charge/authorized by the Data Controller, to the data processors designated pursuant to Article 28 of EU Reg. 2016/679, to IT consultants/system administrators, to independent data controllers.

The updated list of data processors and persons in charge of processing is kept at the Data Controller's headquarters and you can access it at any time, by means of a specific request, to be sent to the addresses below.

	<b>PRIVACY POLICY FOR CANDIDATES</b>	<b>MOD. CANDIDATES.-PRI</b> Ed. 01/2023 Page 2 of 3
---	--	---

**Duration of processing:** As for the personal data collected in relation to the collection of curriculum vitae, they will be kept for the time necessary to carry out the purposes indicated and in any case stored for a period not exceeding 24 months. At the end of the storage period, your personal data will be deleted.

**Failure to communicate data:** the provision of data is necessary for the pursuit of the purposes indicated above to which the interested party is required to fulfil. Failure to communicate by the interested party will make it impossible to continue with the selection process.

**Processing methods:** the processing of data for the purposes set out above is carried out electronically, electronically or on paper in compliance with the rules of confidentiality and security provided for by the aforementioned regulations and other consequent regulations. They are also processed, on behalf of the Data Controller, by professionals and/or companies in charge of carrying out technical, development, management and administrative-accounting activities.

**Transfer of data abroad:** The data collected in relation to the aforementioned purposes are not transferred to non-EU countries. The Data Controller, however, reserves the right to use cloud services; in which case, the service providers will be selected from among those who provide adequate guarantees, as provided for by art. 46 of EU Regulation 2016/679.

**Automated decision-making:** the data collected in relation to the aforementioned purpose are not subject to automated decision-making processes (including profiling).

**Rights of the data subject:** pursuant to EU Reg. 2016/679, the data subject has the right to

- access personal data in order to know ("reactive transparency") the purposes of the processing, the categories of personal data collected, the recipients of the data communication, in particular if recipients of third countries or international organizations, the period of data retention envisaged (art. 15);
- obtain rectification (art. 16);
- the right to obtain the erasure of personal data, if these are no longer necessary in relation to the purposes for which they were collected and if there are no further legal needs for storage (Art. 17 GDPR);
- request the restriction of processing (art. 18);
- request data portability (art. 20);
- right to object to processing on grounds relating to your particular situation (Art. 21 GDPR). In this case, we will refrain from further processing your data unless we demonstrate the existence of compelling legitimate reasons for proceeding with the processing (e.g. for the defence of your rights in court).
- not to be subjected to automated decision-making, including profiling (art. 22).

Finally, the data subject will have the right to lodge a complaint with the Guarantor Authority pursuant to art. 13 par. 2 letter d) of the aforementioned regulation as well as pursuant to article 77 of the regulation.

**Methods of exercising rights:** the interested party may at any time exercise his/her rights in accordance with the provisions of Article 12 of EU Regulation 2016/679, by sending an e-mail:

- registered mail with return receipt to: **Sirec S.p.A., Via Sacca, 60/1 Colorno (Parma)**;

- PEC: [sirecspa@legalmail.it](mailto:sirecspa@legalmail.it);

- e-mail: [sirec@sirec.it](mailto:sirec@sirec.it)

 <b>SIREC</b> SPA PAVIMENTI SPECIALI PER L'INDUSTRIA SPECIAL FLOORINGS FOR THE INDUSTRY SECTOR	<b>PRIVACY POLICY FOR CANDIDATES</b>	<b>MOD. CANDIDATES.-PRI</b> Ed. 01/2023 Page 3 of 3
--	--	---

**Having read and received the privacy policy, the undersigned acknowledges the above regarding the processing of data for the purposes indicated.**

**Colorno (PR), there \_\_\_\_\_Signature \_\_\_\_\_**