

NOTICE REGARDING THE PROCESSING OF CANDIDATES' PERSONAL DATA

Marposs S.p.A., with registered office at Via Saliceto 13, 40010 Bentivoglio (BO), Italy, VAT No. 03354081204, incorporated in Italy, in its capacity as data controller (hereinafter, the “**Controller**”), hereby informs you, in accordance with EU Regulation 2016/679 (“**GDPR**”) and current national legislation on the protection of personal data, that your data will be processed in the following manner and for the following purposes:

1. SUBJECT OF THE PROCESSING

The Controller processes the following personal data provided by you during the selection process and during the job interview with the Controller (hereinafter, “**Data**” or “**Personal Data**”):

- Identification and contact details such as, for example, first name, surname, address, email address, telephone number, place and date of birth, tax code, and details of your educational and professional background;
- Sensitive/special categories of data relating to health, such as, for example, data to assess suitability for certain jobs, data relating to membership of protected categories, where necessary for the role for which you have applied;
- In the case of online processing, logs, IP addresses and other identifiers or data recorded online may be used.

This policy covers both processing carried out via the company website (the “Work with us” section) and that carried out through various recruitment methods (e.g. direct recruitment at the company’s premises, corporate events, etc.).

2. PURPOSES AND LEGAL BASES OF PROCESSING

Your Personal Data is processed for the following purposes and on the following legal bases:

- the fulfilment of pre-contractual obligations, in particular for:
 - the proper conduct of the recruitment process (e.g. management of applications);
 - the fulfilment of any pre-contractual and contractual obligations necessary for the establishment of the employment relationship;
- the fulfilment of any regulatory obligations;
- the pursuit of a legitimate interest of the Data Controller, in particular:
 - the prevention and prosecution of unlawful acts, as well as the exercise of the Data Controller’s rights in court and the management of litigation: the Data Controller’s interest corresponds to the constitutionally guaranteed right of action (Art. 24 of the Constitution) and, as such, is socially recognised as taking precedence over the interests of the individual data subject; in the case of online processing, the IT security of the website and communications.

3. METHODS OF PROCESSING

The processing of your Data is carried out, both in paper and electronic form, through the operations of collection, recording, organisation, storage, consultation, processing, modification, selection, extraction, comparison, use, interconnection, blocking, communication, erasure and destruction of data.

Personal data is protected in such a way as to minimise the risk of destruction, loss (including accidental loss), unauthorised access or use, or use incompatible with the original purpose of collection. This is achieved

through the technical and organisational security measures implemented by the Data Controller.

4. DATA RETENTION

The Data Controller processes Personal Data for the time necessary to fulfil the purposes set out above and, in any event, for no longer than 24 months from collection, except where the Data Controller has specific requirements relating to the assessment of the selection process concerning the candidate or, in the event of the establishment of an employment relationship, for up to 10 years from its termination, unless otherwise indicated in the relevant privacy notice issued upon the establishment of the employment relationship.

5. PROVISION OF DATA

The provision of data for the purposes described above is necessary and mandatory; any refusal to provide such data will make it impossible to proceed with the selection process and, where applicable, to establish or continue the employment relationship.

6. DISCLOSURE OF DATA

For the purposes set out above, the Data Controller may disclose your data to:

- employees and/or collaborators of the Data Controller, appointed as data processors pursuant to Article 28 of the GDPR and authorised persons pursuant to Article 29 of the GDPR and Article 2-quaterdecies of the Code;
- third parties (e.g. payroll and employment consultants, healthcare bodies, recruitment and administrative agencies, freelancers, etc.) who carry out outsourced activities on behalf of the Data Controller and who will process the data in their capacity as external data processors.

8. DATA TRANSFER

No transfers of processed data outside the EU/EEA are currently planned; should this change, you will be informed of the transfer, for the purposes indicated above, on the basis of an adequacy decision pursuant to Article 45 of the GDPR and in compliance with the appropriate safeguards provided for in Article 46 of the GDPR.

9. RIGHTS OF THE DATA SUBJECT

The Data Controller informs you that, as a data subject, unless the limitations provided for by law apply, you have the right to:

- obtain confirmation as to whether or not your personal data exist, even if not yet recorded, and that such data be made available to you in an intelligible form;
- obtain information and, where applicable, a copy of: a) the origin and category of the personal data; b) the logic applied in the case of processing carried out with the aid of electronic means; c) the purposes and methods of the processing; d) the contact details of the Data Controller and the data processors; e) the recipients or categories of recipients to whom the personal data may be disclosed or who may become aware of it, in particular if recipients are in third countries or with international organisations; f) where possible, the period for which the data will be stored or the criteria used to determine that period; g) the existence of automated decision-making, and, where this is the case, the logic involved, the significance and the envisaged consequences for the data subject; h) the existence of appropriate safeguards in the event of data transfer to a non-EU country or to an international organisation;

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- to obtain, without undue delay, the updating and rectification of inaccurate data or, where the data subject has an interest, the completion of incomplete data;
- withdraw, at any time, easily and without hindrance, the consents given, using, where possible, the same channels used to provide them;
- to obtain the erasure, anonymisation or blocking of data: a) processed unlawfully; b) no longer necessary in relation to the purposes for which they were collected or subsequently processed; c) where consent on which the processing is based has been withdrawn and there is no other legal basis; d) where you have objected to the processing and there are no overriding legitimate grounds for continuing the processing; e) where there is a legal obligation to do so; f) where the data relates to minors. The Data Controller may refuse erasure only in the following cases: a) exercise of the right to freedom of expression and information; b) compliance with a legal obligation, performance of a task carried out in the public interest or exercise of official authority; c) reasons of public health interest; d) archiving in the public interest, scientific or historical research or for statistical purposes; e) exercise of a right in court;
- to obtain restriction of processing in the following cases: a) where the accuracy of the personal data is contested; b) where the Data Controller has processed the data unlawfully to prevent its erasure; c) where you are exercising a right in court; d) to verify whether the Data Controller's legitimate grounds override those of the data subject;
- to receive, where the processing is carried out by automated means, without hindrance and in a structured, commonly used and machine-readable format, the personal data concerning you in order to transmit it to another controller or – where technically feasible – to have the Controller transmit it directly to another controller;
- object, in whole or in part, on legitimate grounds relating to your particular situation, to the processing of personal data concerning you;
- lodge a complaint with the Data Protection Authority.

In the above cases, where necessary, the Data Controller will inform the third parties to whom your personal data has been disclosed of any exercise of your rights, except in specific cases (e.g. where such compliance proves impossible or involves a use of resources manifestly disproportionate to the right being protected).

10. HOW TO EXERCISE YOUR RIGHTS

You may, at any time, exercise your rights by contacting the Data Controller, for example:

- by sending a registered letter with acknowledgement of receipt to the Data Controller's registered office;
- by sending an email to gdpr@marposs.com.

The Data Controller has also appointed a Data Protection Officer who can be contacted at the following email address: dpo@marposs.com.