

**Privacy Notice - Articles 13 and 14 of Regulation (EU) 2016/679**

**Privacy Notice for candidates applying for employment/collaboration positions**

**Who are we and how do we use your personal data?**

Microelettrica Scientifica S.p.A., with registered office in (20090) Buccinasco (MI), Via Lucania, 2/4/6, (hereinafter also the "Controller"), in its capacity of controller, takes care of the confidentiality of your personal data and of ensuring they are protected against any event that might expose them to the risk of breach.

The Controller implements policies and practices with respect to the collection and use of personal data and to the exercise of your rights granted by the applicable regulation. The Controller updates the policies and practices adopted thereby to protect personal data whenever necessary and in any event in case of regulatory and organisational changes that may impact the processing of your personal data.

**How and why does Microelettrica Scientifica S.p.A. collect and process your personal data?**

The Controller collects and/or receives data concerning you, such as your:

- name and surname;
- VAT number and tax code;
- place and date of birth;
- physical address and email;
- landline and/or mobile phone number;
- curricular data;
- IT data (IP addresses and addresses deriving from the use of forms published on the Controller's websites, e.g. "Work with us");
- photo;
- data concerning your health, if provided by yourself also in your curriculum (and whose processing has been authorised) or if the position which you are applying for is reserved to protected categories based on specific statutory obligations;
- judicial data concerning criminal convictions and crimes (where required by reason of the peculiarities of the position you are applying for).

Your personal data will be processed:

**1) to select staff and/or start a collaboration**

Purposes	Legal basis
- to select candidates for open positions - to collect candidacies and curricula, which can take place through: job advertisements by recruitment agencies, employment agencies, universities, publications on newspapers, magazines, trade press, institutional website - to examine the curricula received - to arrange job interviews - to make the selected candidate part of the Controller's organisation - to establish an employment/collaboration relationship	Performance of pre-contractual activities  Fulfilment of specific obligations. Performance of specific duties required by laws, regulations or collective contracts, including corporate contracts, In particular for the establishment of an employment/collaboration relationship  Authorisation to the processing of data concerning your health (expressly given in curricula sent spontaneously)

Your data may be collected also from third parties including, but not only:

- other controllers;
- IT service providers;
- private subjects engaged in agency work services, labour intermediation, search and selection, training and outplacement services;
- universities, schools and institutes.

Where permitted, data processed or collected may be rectified.

The data collected or otherwise obtained by the Controller pursuant to the selection process for open positions within its organisations, except for data concerning your health which you have spontaneously provided, are deemed to be required and your refusal to supply them will prevent the Controller from engaging in activities intended:

- to consider your candidacy in the staff selection process which the Controller implements also through its suppliers (third parties/recipients);
- to manage the candidate selection process throughout all its stages and the obligations deriving from it.

**2 ) for their communication to third parties and for their dissemination**

Purposes	Legal basis
communication to third parties such as: <ul style="list-style-type: none"> <li>- private subjects engaged in agency work services, labour intermediation, search and selection, training and outplacement services</li> <li>- universities, schools and institutes</li> <li>- authorised physician (in case of a pre-employment medical check-up)</li> <li>- IT support/service providers</li> </ul>	Performance of pre-contractual activities  Performance of statutory and/or regulatory obligations deriving from the activities put in place with the selection process

The Controller does not transfer your personal data abroad (non-EU countries). Your personal data will not be disclosed or divulged to unspecified and unidentifiable subjects or third parties.

Data communication concerns categories of data whose transmission is necessary for the performance of the activities and the pursuit of the purposes of the Controller in the management of the selection process. Their processing does not require the data subject's consent if processing takes place to perform obligations deriving from the established relationship or where any other cause of exclusion applies (specifically, the identification of a legitimate interest of the Controller), expressly established also for the correct application of current legislation and applicable regulations, or also through third parties identified as processors. Where data communication involves data concerning health and/or judicial data, their processing shall take place with all the precautions required, including those which, based on the risks ascertained, determine the application of data pseudonymization and/o aggregation and/or encryption.

### 3 ) for IT security activities

Purposes	Legal basis
- to control and monitor the services published online and on the relevant platforms of the Controller and made available for the sending of curricula and/or to have access to open employment/collaboration positions. - to implement procedures for the identification and notification of personal data breaches	Access to the selection process  Performance of statutory obligations (identification and notification of data breaches)  Legitimate interest

#### How and where are your data stored and for how long?

##### How

Data are processed by specifically authorised internal staff, using paper supports or computer procedures. These staff members are authorised to access your personal data to the extent and limit for which such access is necessary to pursue processing operations concerning them.

The Controller regularly checks the tools used to process your data and the security measures provided therefor, which are constantly updated; the Controller makes sure, also through the subjects authorised to process your data, that only personal data whose processing is necessary are collected, processed, filed or stored or whose processing purposes have not been achieved yet; the Controller checks that data are kept ensuring their integrity and authenticity and their use for the purposes of actual processing operations, also by reason of their special nature. These checks enable the Controller to assess whether special categories of data are relevant, not excessive and necessary with respect to the selection process and to the relationship to be established, also in relation to data provided out of your own initiative.

The Controller guarantees that any data which, also pursuant to controls, appear to be in excess or not pertinent will not be used, except for their storage in accordance with the law, the deed or the document that contains them.

##### Where

Data are stored in paper-based, computer and electronic filing systems located within the European Economic Area, taking specific security measures.

##### For how long

Your personal data are stored for the time necessary to carry out the activities concerning you.

In particular:

Identification data Curricular data Data concerning your health, even if spontaneously provided	For the duration of the selection process and, in any case, for no more than twelve months from their collection, subject to the possible establishment of an employment and/or collaboration relationship  This does not prejudice: - the restriction of processing and other guarantees laid down especially for data falling within special categories - the erasure of personal data obtained from curricula sent spontaneously or in the absence of an open position; - the Controller's interest in storing your data, including those provided spontaneously by yourself, for the time needed to assess your candidacy also for a future employment/collaboration relationship; - the establishment of an employment relationship/collaboration.
---	---

	Without prejudice to a dispute if it implies the extension of the said terms, for the time required to pursue the corresponding purpose
IT data (logs for access to systems and networks and/or IP addresses)	<p>The period of storage depends on the presumed and/or actual risk and on the detrimental effects arising therefrom, without prejudice to the adoption of measures to make data anonymous or restrict their processing</p> <p>In any event, data will be kept (starting from the moment when the harmful event or data breach is discovered/detected) for the time necessary to notify the supervisory authority of the data breach identified through the procedures implemented by the Controller, and to remedy thereto</p>

Once all the purposes that legitimate the storage of your personal data are achieved, the Controller will erase them or make them anonymous.

### What are your rights?

Your rights always ensure that you can control your data. You have rights of:

- access;
- rectification;
- withdrawal of consent;
- erasure;
- restriction of processing;
- objection to processing;
- portability.

In essence, you may enforce the following rights at any time, at no cost and with no charges or special formalities:

- you may obtain confirmation of processing by the Controller;
- you may access your personal data and have information on the source from which your data originate (when data are not obtained from you directly), on the purposes of processing, the details of their recipients, the period for which your data will be stored or the criteria used to determine that period;
- you may update or rectify your personal data so that they are always exact and accurate;
- you may withdraw your consent any time, where this is the basis of processing. The withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal;
- you may erase your personal data from any data banks and/or filing systems, including backup systems where, *inter alia*, they are no longer necessary for the purposes of processing or where this is presumed to be unlawful, provided the conditions required by law are met; and provided processing is not justified on other equally legitimate grounds;
- you may restrict processing of your personal data in specific circumstances, for example where you have contested their accuracy, for a period enabling the Controller to verify the accuracy of such personal data. You will be informed, in reasonable time, also of termination of the period of suspension or when the cause for the restriction of processing no longer applies, and thus the restriction is lifted;
- you may obtain your personal data, where their processing is based on a contract and with automated means, in electronic format in order also to send them to another Controller.

The Controller will provide therefor without delay and in any case no later than one month from receipt of your request. This term may be extended to two months, where necessary, taking account of the complexity and number of requests received. In these cases, the Controller will inform you and will give you reasons for the extension, within one month from receipt of your request.

To obtain further information or to send your request, please write to the Controller at [privacy@microelettrica.com](mailto:privacy@microelettrica.com).

**How and when can you object to the processing of your personal data?**

You may object at any time to the processing of your personal data on grounds relating to your particular situation if such processing is based on legitimate interests, by sending your request to the Controller at [privacy@microelettrica.com](mailto:privacy@microelettrica.com).

You are entitled to obtain the erasure of your personal data where there are no overriding legitimate grounds for the processing compared to the grounds of your request.

**Who can you lodge a complaint with?**

Without prejudice to any other action before administrative or judicial authorities, you may lodge a complaint with the data protection supervisory authority, unless you reside or work in another Member State. In the latter case, or where the violation of personal data protection regulations takes place in another EU country, the supervisory authority established therein will be competent to receive your complaint.

You will be promptly informed of any update to this privacy notice, using appropriate methods, and the same will be done if the Controller processes your data for additional purposes to those set out herein; in the latter case, you will be notified prior to such processing and reasonably in advance to enable you to give your consent, where necessary.

**FOR ACKNOWLEDGEMENT**

Buccinasco, [date] \_\_\_\_\_

\_\_\_\_\_  
[legible signature]