

INFORMATION ON THE PROCESSING OF PERSONAL DATA – CANDIDATES

The company **SEIM S.r.l.** (hereinafter, for the sake of brevity, "SEIM" or the "Company") informs that the personal data acquired will be processed in compliance with the law on the protection of personal data and according to the methods indicated in this information (provided pursuant to Article 13 of EU Regulation no. 679/2016 – so-called "SEIM"). GDPR):

1. Data of the Data Controller

SEIM S.r.l., VAT no. 02311450155, with registered office in Via Alessandro Volta no. 17 – 20090 Cusago (MI), is the Data Controller of personal data.

The Company can be contacted:

- to the e-mail address seim@seim.it;
- to the PEC address: seim-srl@pec.it.

2. Data Subject

The Data Subject, i.e. the subject to whom the personal data refers, is the **Candidate** to be understood as the natural person who submits his/her application for a job position at SEIM.

3. Types of data processed

Upon sending a spontaneous application for a job position at SEIM, the Company processes the Candidate's common personal data, including:

- personal data (name, date of birth, tax code, residence, nationality);
- contact data (telephone number, e-mail address);
- job position;
- any other data contained in the curriculum vitae or in the other files attached to the application;
- the additional personal data provided during the interview;

Any data relating to membership of protected categories, disability or membership of trade unions, communicated or voluntarily included in the curriculum vitae by the worker, will be processed within the terms provided for by law.

4. Purposes and legal bases of the processing

The Candidate's personal data will be processed exclusively for the purpose **of carrying out the selection and recruitment of personnel**. The legal basis that legitimizes this purpose of the processing is to be identified in art. 6, par. 1 lit. b), GDPR, i.e. in the need to perform a contract or pre-

contractual measures. In the case of processing of special categories of personal data, these will be processed pursuant to art. 9, par. 2, letter h), GDPR, i.e. to fulfil the obligations regarding occupational medicine and assessment of the employee's working capacity.

5. Data retention period

Personal data collected and processed in connection with the personnel search and selection procedure will be kept for a maximum period of 1 year and then immediately deleted.

6. Processing methods

The personal data collected by SEIM are stored and stored both on computer supports and on paper supports, organized in databases, and on any other type of suitable support. The processing will be carried out with electronic tools and does not involve automated decision-making processes. Specific security measures are observed to prevent the loss of data, illicit or incorrect use and unauthorized access.

7. Communication of personal data

The communication of personal data by the Candidate is mandatory.

Failure by the Data Subject to provide personal data will make it impossible for SEIM to carry out the selection procedure for him/her.

8. Subjects to whom personal data may be communicated

SEIM may communicate the personal data of the Candidates only and exclusively to the following categories of subjects:

- internal staff of the Company,
- subjects with the right and interest to access it deriving from legal regulations,
- companies, associations or professional firms that provide services and activities on behalf of the Data Controller, as Data Processors, such as the provision of ICT services (e.g. web hosting services, cloud providers, etc.), the fulfilment of legal obligations, as well as for any organisational and administrative need necessary for the activities carried out by the Data Controller (e.g. accounting firm, labor consultants, payroll and contribution workers, etc.).

The names of the subjects who may become aware of the personal data of the Candidates, as Data Processors, can be requested from SEIM (by writing to the contact details indicated above).

9. Transfer of data outside the European Economic Area or to international organizations

As part of the processing operations described in this policy, SEIM does not transfer personal data outside the European Economic Area or to international organizations.

10. Rights of the data subject

In relation to the data processing regulated by this policy, the Candidate has the right to exercise the rights provided for by EU Regulation no. 679/2016 (GDPR) at any time.

- **Right to be informed** of any processing of your personal data. The Data Subject has the right to obtain confirmation as to whether or not his or her personal data is being processed and, if so, must be informed about any aspect relating to the processing operations, including, for example, information about:
 - data processors and any other recipients of the data (to whom the personal data may be disclosed),
 - the purpose and legal basis,
 - the types of data processed and their retention period,
 - the transfer of personal data to third countries or international organisations.
- **Right of access** to your personal data, the right to rectification of inaccurate data as well as the right to the integration of incomplete data.
- **Right to erasure** (so-called "Erasure"). *right to be forgotten*) under the conditions established by art. 17 GDPR, for example, when your personal data is no longer necessary in relation to the purposes for which it was collected or otherwise processed.
- **Right to restriction of processing** to the purposes and/or methods for which your personal data was collected, under the conditions set out in Article 18 of the GDPR.
- **Right to data portability**, i.e. the right to receive a copy of all personal data that you have provided to the Data Controller or to transmit such data to another Data Controller without hindrance.
- **Right to withdraw consent**, when expressed to legitimize the processing of your personal data. This right can be exercised at any time, without prejudice to the lawfulness of the processing based on the consent given before its withdrawal.
- **The right to lodge a complaint** with a Supervisory Authority, in the event that he/she believes that the processing concerning him/her violates the legislation in force. In this case, he must contact the authority of the Member State in which he or she habitually resides, works or the place where the alleged violation occurred. The contact details of the Italian Supervisory Authority (Garante per la Protezione dei Dati Personali) can be found on [its website](#).

In addition, **the Data Subject has the right to object** to the processing of his or her personal data when the processing:

- is necessary for the performance of a task carried out in the public interest,



- it is necessary for the pursuit of a legitimate interest of the controller,
- is aimed at carrying out direct marketing activities, including profiling.

To exercise the rights listed above, the Candidate may send a request by email to **privacy@seim.it**
The Company will respond to the requests of the Data Subject within a maximum period of 30 days.