

## **Information notice on the processing of personal data in relation to personnel recruitment**

The company Aero Sekur S.p.A., with registered office at Via delle Valli 46, 04011 Aprilia (LT) - Italy, VAT no. 02934550597, (hereinafter referred to as the “Company” or the “Data Controller”), informs you, in accordance with Regulation (UE) 2016/679 (hereinafter “GDPR”) and the applicable laws on the protection of personal data, that any personal data that you provide in the context of the recruitment process of the Data Controller (hereinafter the “Data”), will be processed with the following modalities, for the following purposes and related legal bases.

### **1. Types of Data processing, purposes and legal bases**

The Data collected by the Data Controller or spontaneously provided by you for the purpose of the recruitment process are necessary in order to evaluate your possible placement within the Company. The processing of the Data is lawful based on the fulfilment of pre-contractual measures in your interest, pursuant to Article 6, paragraph 1, let. b, of the GDPR.

Pursuant to Article 13 of the GDPR, we inform you that the Data you provide will be processed in compliance with the aforementioned legislation and with confidentiality obligations to which the Company is bound.

The provision of your Data is mandatory in order to assess your profile, and any refusal to provide such Data would cause the impossibility of managing the relationship with you and the impossibility to assess your job application.

### **2. Methods of Data processing**

The processing of the Data is carried out in automated and manual form, by means of the operations such as collection, recording, organization, storage, sharing, consultation, elaboration, modification, selection, extraction, comparison, use, interconnection, blocking, communication, cancellation and destruction of Data.

### **3. Data Retention**

The Data Controller will process the Data in accordance with the laws and regulations in force and for the time strictly necessary to fulfill the abovementioned purposes. For this reason, the Data Controller reserves the right to retain the CV received in his archives, even in the event that the profile does not adhere to any of the positions open at the time of receipt of the document, for a period not exceeding 3 years from the date of its receipt. This extension of the retention period is justified in order to allow the Data Controller to contact you later, whether the profile appears to overlap with figures subsequently sought by the Company.

Upon expiry of the aforementioned period, the Company reserves the right to retain the CV beyond said period, and in any case for a duration not exceeding an additional three years, subject to the submission of a specific request and subsequent acceptance of the extension by the data subject.

#### **4. Categories of subjects who might have access to the Data**

Your Data might be accessible for the abovementioned purposes to:

- employees and/or collaborators of the Data Controller, as authorized to the processing and/or system administrators;
- consultants of the Data Controller, including in tax or legal matters;
- recruitment agencies and those which provide consulting services in the field of labor law to the Data Controller.

Your Data may be communicated, to control bodies, police supervisory bodies or judicial authorities, Italian Tax Agency, ministerial bodies and competent Authorities, Local Authorities (regions, provinces, municipalities), regional and provincial Tax Commissions, at their express request, who will process them as autonomous Data Controller for institutional purposes and/or under the law in the course of investigations and controls. The Data received by the Data Controller will not be disseminated or transferred for the above purposes without your explicit consent.

#### **5. Rights of the data subjects**

We inform you that, as data subject, in accordance with the GDPR, you have the right to:

- obtain confirmation of the existence or non-existence of your Data and that such Data are made available to you in an intelligible form;
- obtain information on: (a) the origin and the category of the Data; (b) the logic applied in the case of processing carried out with the aid of electronic instruments; (c) the purposes and methods of processing; (d) the identity and contact details of the Data Controller and its data processors; (e) the recipients or the categories of recipients to whom the Data may be communicated or who may become aware of them, in particular if recipients in third countries or international organizations; (f) the period for which the Data will be stored, or if that is not possible, the criteria used to determine that period; (g) the existence of automated decision-making, including profiling and, if so, the logic used, the importance and the expected consequences for the data subjects; (h) the existence of appropriate safeguards in case of transfer of Data to a non-EU country or international organization;
- obtain, without undue delay, the update and the rectification of inaccurate Data or the integration of incomplete Data, in the cases provided by the GDPR;
- obtain the erasure, transformation into anonymous form or blocking of Data, as well as the restriction of the processing, in the cases provided by the GDPR;
- receive the portability of Data, i.e., if the processing is carried out by automated means, obtain a copy of the Data in a structured, commonly used and readable format in order to transmit them to another data controller or – if technically feasible – to obtain the direct transmission by the Data Controller to another data controller;
- object, wholly or partially, the processing of Data, in the cases provided by the GDPR;
- lodge a complaint with the Data Protection Supervisory Authority.

In the above cases, where necessary, the Data Controller will bring to the attention of third parties to whom the Data have been communicated, any exercise of rights by you, except in specific cases (e.g. when fulfilling your request turns out to be impossible or involves the use of means manifestly disproportionate to the right protected).

## 6. Modalities to exercise the data subjects' rights

You may at any time exercise the rights listed above:

- by sending registered letter with return receipt to the Data Controller's address;
- by sending an e-mail at [privacy@aerosekur.com](mailto:privacy@aerosekur.com);
- by calling to Telephone number +39 06 97634000; Fax +39-069282849.

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