

## PRIVACY POLICY

*pursuant to Art. 13 of EU Regulation 679/2016 and applicable privacy provisions*

### *Candidates*

#### Introduction

Pursuant to and for the purposes of EU Regulation 679/2016 on the protection of personal data ("**Regulation**") and any other EU or national provision and/or regulation applicable to the protection of personal data, **TECON S.R.L.**, Strada 1 Palazzo CC 20057 Assago (MI), e-mail: [tecon@teconsrl.it](mailto:tecon@teconsrl.it); tel. 0292882150, as Controller ("**Company**" or "**Controller**"), informs you that the personal data ("**Data**") provided by you in connection with your application, provided by third parties or otherwise acquired in the course of your interview with our Company, may be processed in compliance with the following.

#### 1. Categories of personal data and related sources

The data provided to the Company by third parties (e.g. personnel selection agencies, employment agencies, organisations) relates to personal, identification, contact and professional information and is necessary for the organisation and management of the Company's recruitment activities.

#### 2. Purposes and legal basis for the processing

The Controller collects and processes personal data relating to you for the purpose of recruiting and selecting personnel. The information processed is necessary for the execution of recruitment and selection activities by our Company (e.g. personal details, curricular information, previous work experience, membership of protected categories, etc.). Below is an explanation of the purposes for which your Data is processed, as well as the legal basis underpinning the processing thereof. The Company processes the Data for the following purposes:

- (i) Receiving and evaluating your application.

The legal basis of the processing in this case is the handling of your application by the Company for the purposes of recruitment and possible conclusion of an employment or collaboration relationship.

- (ii) Purposes connected with the fulfilment of obligations established by law, regulations, national and EU legislation and provisions issued by authorities empowered to do so by law.

The legal basis for the processing of Data for this purpose is the fulfilment of the obligations established by the law and applicable regulations.

For the pursuit of the above-mentioned purposes, our Company will process the so-called "*personal*" data (e.g. personal details, contact data, professional experience). However, in certain cases, the Company may request and process so-called "*special data*", i.e. data relating to health status (e.g. membership in protected categories), within the limits of specific legal provisions. The processing of the latter types of Data, which is necessary for the selection and evaluation of your profile, is justified by legal obligations relating to recruitment to which the Company is subject.

The Company will collect and use the personal data and information you provide in your application, including the data contained in your CV, solely for the purpose of selecting and managing your application. In any case, we request that you do not include in your CV and/or disclose to the Company during the interview any information of a sensitive nature (e.g., concerning your health, political opinions, sexual life, etc.), other than what is strictly required by law for the purpose of selecting and evaluating your CV.

### **3. Nature of data provision and consequences of failure to provide data**

The processing of Data is necessary in order to fulfil the purposes listed above, and failure to provide such data will make it impossible to proceed with the evaluation of your application.

### **4. Categories of persons to whom the data may be disclosed**

The Data will not be disclosed and may be communicated, for the above purposes, to the personnel selection companies engaged by the Company to carry out recruitment activities, which will process the Data as autonomous controllers. The Data may also be brought to the attention of our personnel who will process it in their capacity as processors.

### **5. Data retention criteria**

The **Data** provided by you will be kept for the time necessary to achieve the purposes for which it was collected and for the performance of activities related and instrumental to the same, as indicated in paragraph 1 above, and will be cancelled when the purposes for which it was collected and processed no longer apply.

In the event of non-recruitment, the Data collected for recruitment and selection purposes will be retained by the Company for 24 months after it is provided. The Company reserves the right to contact you during this period should your professional profile be considered suitable for other job positions. At the end of this period, the Data provided will be deleted.

### **6. Data subjects' rights**

We inform you that, in the cases expressly provided for in the Regulation, you may exercise the rights set out in Art. 15 et seq. of the Regulation and precisely you may:

- (i) request confirmation that the Data is being processed and, if so, ask the Controller for access to information relating to such processing;
- (ii) request that incomplete or inaccurate Data is rectified;
- (iii) request the Controller to delete the Data;
- (iv) request the restriction of the processing;
- (v) request to receive, in a commonly used and machine-readable format, the Data concerning you or to obtain that such Data is transmitted directly to another controller, where technically feasible (so called '*data portability*').

In addition, you have the right to object, either wholly or partially, for legitimate reasons, to the processing of the **Data** that concerns you.

The aforementioned rights may be exercised by sending a request to the e-mail address: [tecon@teconsrl.it](mailto:tecon@teconsrl.it).

Finally, if you consider that the processing of the data provided violates the data protection legislation, you have the right to file a complaint with the Italian Data Protection Authority ([www.garanteprivacy.it](http://www.garanteprivacy.it)).

### **7. Policy update**

This policy was updated in May 2024.

#### **The Controller**

**Tecon S.r.l.**