

Candidate disclosure

Declaration of the Data Controller to the Data Subject

Articles 13 and 14 of the EU Privacy Regulations – GDPR No. 2016/679

Dear Sirs,


We hereby intend, in accordance with principle of transparency, to place you in the position to be aware of our intentions regarding your personal data (hereinafter, for the sake of brevity, also just data) for the purpose of permitting you to assess the consequences, to be able access or refuse the processing and check the sequence of your data.

At any moment you will have the possibility to request the adjustment or supplementing of your data, you may revoke any consent given; you may also lodge a complaint with the Data Protection Authority.


A number of summary specifications follow:

Personal data, in accordance with the Regulations is any information regarding an identified or identifiable individual («data subject»); the individual who can be identified, directly or indirectly, with particular reference to an identifying reference such as the name, an identification number, data relating to the location, an on-line identification reference or one or more characteristic elements of their physical, physiological, genetic, psychic, economic, cultural or social identity, is considered identifiable.

Processing is understood to be any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

 The **data controller**, or rather the corporate body which determines the purposes and the means for the processing of your data, is

LECHLER S.p.A., with headquarters in Via Cecilio 17, Como, Italy.

 The **Privacy Department**, or rather the company units which aid the Data Controller in the handling of the Privacy. The data subject may, at any time, contact this department using the following e-mail account: dipartimentoprivacy@lechler.it for the purpose of exercising their rights (clarified below).

Purpose of data processing

The data which you make available to us will be processed by ourselves with the purpose of seeing to the selection of the personnel for possible recruitment or with the purpose of profiling in the event new and subsequent job opportunities should present themselves. At the time of such processing, in consideration of the matters indicated in the Curriculum Vitae, the company may become aware of data which the law defines as sensitive.

The processing takes place according to processing and classification methods of the data conferred within the company sphere, in complete observance of the principles included in Article 5 of the EU Regulations.

Data processing methods

The data which you will make available to us will be processed by means of electronic processing or in hardcopy form by parties specifically appointed by the data controller. Both the information systems and the hardcopy mediums are handled and kept in such a manner so as to ensure the security and confidentiality of said data.

Automated data processing exists comprising profiling (in accordance with Article 22 of the GDPR); profiling will be carried out using just the data strictly necessary for the purpose of subsequent selections, in observance of the principles of pertinence and proportionality.



Legal basis of the processing

Since there is no contractual or other kind of relationship between Lechler S.p.A. and the candidate, the consent of the same is required (by means of signing this disclosure) for the use of the personal data acquired both for the selection activities and for any profiling.

Data exists without which it is not therefore possible to handle the aspects indicated in the section entitled "Purpose of data processing".

Our company considers the following data identifying individuals to be fundamental data and in other words data whose conferral is indispensable for the selection of the personnel: record file data (name, surname, residence address, etc.), telephone number, e-mail address, tax code, qualifications.

Should you fail to provide us with the data which we consider to be fundamental we will not be in a position to handle the selection of the personnel.

Sphere of awareness of your data – internal Company flow

The following categories of parties may become aware of your data, in their capacity as data supervisors or individuals in charge of processing, appointed by the undersigned LECHLER S.p.A., the data controller:

- HR unit staff;
- Unit directors/managers.

Communication of the data – flow outside the company

Within the sphere of the handling of the selection and possible profiling process, the data which you have provided will not be communicated to any third party.

Retention period

In the event that the selection process concludes with your employment, the personal data will be processed by ourselves in compliance with the disclosure which will be handed over to you in your capacity as employee.

In the event that the outcome of the selection is negative, your personal data will in any event be kept in the company archives with the sole purpose of profiling for the purpose of possible further selection and in any event for a period of no more than 5 years. After which it will be fully cancelled.

Rights

Your rights as expressed in Section III of the European Regulation are illustrated below: right of access (Article 15 of the EU Regulation), right of adjustment (Article 16 of the EU Regulation), right to cancellation (Article 17 of the EU Regulation), right of limitation to the processing (Article 18 of the EU Regulation), right to the portability of the data (Article 20 of the EU Regulation), right of opposition (Article 21 of the EU Regulation). At any moment you will in any event have the possibility to request the adjustment or supplementing of your data, you may revoke any consent possibly given; you may also lodge a complaint with the Data Protection Authority.

Yours sincerely
Lechler S.p.A.