

## **Disclosure upon the processing of personal data provided to candidates in accordance with Articles 13 and 14 of Reg. EU 679/2016 (GDPR)**

This notice is provided by SIT S.p.A., with registered office in Padua (PD), Viale dell'Industria, No. 31-33, E-MAIL ADDRESS info@sitgroup.it, as the Controller (hereafter "Controller"), in accordance with Articles 13 and 14 of Regulation (EU) 2016/679 (General Data Protection Regulation, hereafter "GDPR"), in order to outline the purposes and the means for processing the personal data provided by you or collated during personnel research and hiring, through accessing the career opportunities section of the website www.sitgroup.it in the "work with us" area. Data will be processed in compliance with the GDPR, the Italian harmonisation regulation and the provisions adopted by the "Autorità Garante Privacy" (Data Protection Authority) (collectively, the "Privacy Rules").

### **1. Data sources.**

The personal data is collected directly from you.

### **2. Data processed**

The personal data provided by you through filling out the online application form, and also the fields contained and obtained through sending your CV, shall be processed by the Controller through the technical and organisational measures commensurate with the processing risk and specifically with Article 32 of the GDPR. The personal data collated (hereafter the "Data") shall consist in particular of:

- the personal and contact details required through the direct application procedure (e.g. name, surname, date of birth, telephone, e-mail address);
- the identification details and any other information provided by you in the CV or provided during the selection process (e.g. Tax code, VAT No.).

Where you provide data relating to particular categories, such as those outlined in Article 9 of the GDPR, such will not be taken into consideration and immediately deleted. However, where you consider it appropriate to communicate such data, as relevant to the application (e.g. hiring of personnel belonging to "protected categories"), it is kindly requested that the Controller is authorised to process such by making a relative declaration in the footnote of the CV.

### **3. Purposes of handling**

Your personal data is processed in order to enable the Controller to carry out the direct procedures required to research and select new employees or consultants.

Such shall be processed with your consent for these purposes. Therefore, it is advised to make such a declaration at the bottom of the CV authorising the Controller to process such data.

### **4. Processing methods and storage period**

Processing is also carried out by electronic or other automated means and may involve any of the operations indicated at Article 4, point 2 of the GDPR, with the exception of circulation.

The data collected and contained in the CV shall not be kept for a period of more than 12 months from the date of final sending/updating.

### **5. Provision of data.**

The provision of the personal data required for the direct online application procedure is optional in the fields marked with an asterisk, although any partial or total non-provision may preclude participation from such selection procedures. The non-provision of the data in the fields not marked with an asterisk is therefore also optional, but non-provision does not affect the pursuit of the relative purposes.

## **6. Communication and circulation**

The personal data collected may be communicated to other Group companies, to the Personnel Research and Hiring company or nominated Recruitment Agencies, by the Controller and by Processing Officers who guarantee in any case the adoption of security and equivalent confidentiality criteria. In processing your personal data, such may be become known by persons authorised to process such by the Controller, who will be provided with specific instructions in this regard. Your data shall not be circulated. In addition, the personal data collected may be communicated to other SIT Group companies, including in non-European Union countries. In order to ensure the protection of the data transferred, the Controller has adopted the adequate guarantees set out under European Regulation 2016/679.

## **7. Rights of the interested parties**

As an Interested party, upon fulfilment of the conditions, you may exercise at any time the rights as per Article 15 and subsequent of the GDPR, including the right to access, adjustment, deletion, limitation to processing, opposition, and portability, through communication sent to: [privacy@sitgroup.it](mailto:privacy@sitgroup.it). In addition, you may also exercise the right of complaint to the Data Protection Agency (Autorità Garante per la protezione dei dati personali).