

Privacy Policy on the processing of personal data
Data Subjects: Job applicants

FAPIM S.p.A., as the Data Controller of your personal data, in the person of its legal representative, pursuant to and for the purposes of Regulation (EU) 2016/679 (GDPR), hereby informs you that the above-mentioned legislation provides for the protection of persons and other subjects with regard to the processing of personal data and that such processing will be based on the principles of correctness, lawfulness, transparency and protection of your privacy and your rights.

Your personal data will be processed in accordance with the legal provisions of the legislation referred to above and the confidentiality obligations therein.

Processing Purpose: in particular, your data will be processed for purposes related to the implementation of the following legislative or contractual obligations:

- Administrative management, legal obligations;
- Legal treatment of applicants;

Functional data processing for the fulfilment of these obligations is necessary for the proper management of the relationship and provision of such data is compulsory for the implementation of the above-mentioned purposes. The Data Controller also points out that failure to provide, or incorrect communication of, any of the mandatory information may make it impossible for the Data Controller to guarantee the adequacy of the processing.

For the purposes of the aforementioned processing, the Data Controller may become aware of data defined as common and particular, i.e. sensitive or judicial within the meaning of the Privacy Code, whether yours or of your family members and/or cohabitants, when necessary for the purposes specified above, and in particular:

- Personal data and contact details, such as e-mail address, telephone number and other data and addresses;
- Health conditions where necessary or expressly stated;
- Membership of trade unions or political parties, where necessary or expressly stated;
- Possible status as defendant or suspect, if requested by the competent authorities;
- Consultation of criminal records, if required at the time of hiring;
- Religious, philosophical or ethnic beliefs, where necessary or expressly stated;
- Other data voluntarily provided by you (e.g. when submitting a CV).

Your sensitive data to be processed is only that strictly pertinent to the obligations, tasks or purposes described above and will be processed in compliance with the indications contained in the relevant General Authorisations of the Data Protection Authority.

With your consent, your personal data may also be used for the following purposes:

- No purpose provided for;

Providing the data is optional for you with regard to the above-mentioned purposes, and your refusal to do so will not jeopardise the continuation of the relationship or the appropriateness of the processing.

Processing Methods: your personal data will be processed as follows:

- Manual processing using paper files of various kinds, managed by authorised personnel within the company's workplaces;
- Anonymisation of data when possible, deletion when no longer needed.
- Creation of professional profiles or profiles relative to the applicants;

All processing is carried out in accordance with Chapter II of Regulation (EU) 2016/679.

Disclosure: your data will be stored at our premises and will be disclosed exclusively to the subjects responsible for carrying out the services required for the proper management of the relationship, with guaranteed protection of the data subject's rights.

Your data will only be processed by personnel expressly authorised by the Data Controller and, in particular, by the following categories of appointees:

- Management and secretariat;
- Department/office managers;
- Administrative, HR, commercial, IT, production management;
- other employees within the limits of the assignments received and the company procedures.

Your data may be disclosed to third parties, in particular to:

- Constitutional bodies or bodies of constitutional importance;
- Local or national authorities, in compliance with applicable regulations;
- Consultants and freelancers, also in associated form;
- Trade Unions and Benefit Consulting Centres;
- IT companies as service providers and software solutions used;
- Anyone who is a legitimate recipient of communications required by law or regulation.

The Data Controller will not transfer your data outside of the European Union.

Any communication that does not respond to the purposes expressed above will be subject to your prior consent.

Dissemination: without prejudice to the absolute ban on dissemination of data disclosing health status, the data may be disseminated to:

- Your data will not be disseminated in any way;

Storage: Your personal data will be stored in the manner indicated above, for the minimum time required by law. Your data will be retained for 5 years or for the duration of the employment relationship on the company's software and/or in paper-based folders. Upon deletion, the data may still be retained but anonymised.

You have the right to obtain from the data controller the deletion, communication, updating, rectification, integration of your personal data, as well as, in general, the right to exercise all the rights provided for by Article 7 of the Privacy Code and Chapter III of the GDPR, Articles 12 to 23, including the right to lodge a complaint with the Data Protection Authority.