

PRIVACY HANDBOOK

Documentation compliant with the provisions of
GDPR 2016/679 "General Data Protection Regulation"
and current national legislation

IMPERTEK SRL

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eM.: info@impertek.com

Dear Mr./Mrs.

SUBJECT: Information pursuant to and in accordance with Articles 13 and 14 of the GDPR 2016/679 and current national legislation on the protection of personal data.

IMPERTEK SRL hereby provides the Data Subject with the information referred to in Articles 13 and 14 of the GDPR 2016/679 regarding the processing of their personal data.

Data Controller.

The Data Controller is IMPERTEK SRL, with head offices in Via Po, 507 - 30022 Ceggia (VE).

Purpose and legal basis for processing.

The collection and processing of personal data are carried out for following purpose:

1. E-recruitment management, and in particular of CVs sent through the contact details published on the Company's website, in order to respond to requests sent to us and to evaluate the candidate profile for the possible establishment of a working relationship or professional collaboration (processing is necessary in order to take steps at the request of the Data Subject prior to entering into a contract pursuant to Article 6 paragraph 1 letter b GDPR 2016/679);

Please note that the resume should not contain any special categories of personal data (so-called sensitive data) or data relating to criminal convictions and offenses, unless the same are necessary for the establishment of the employment relationship in accordance with current applicable labour laws; with regard to data concerning health of workers with disabilities, in application of Law No. 68/1999 "*Norme per il diritto del lavoro dei disabili* (Rules for the right to work of persons with disabilities)", the Data Subject is requested not to specify any specific condition but only to indicate the he/she meets the requirements. Any other special categories of data that you might indicate will not be taken into account, nor in any case processed, for the evaluation of the profile.

The collection and recording of data will take place in accordance with the principles set forth in Article 5 GDPR 2016/679, namely: for specified, explicit and lawful purposes and in a manner compatible with those purposes, as part of the processing necessary for the operation of the business activity; accurately and, if necessary, with appropriate updates. So that they are relevant, complete and not excessive in relation to the purposes of collection; so that their storage is functional for the period of time necessary for the purpose for which they were collected and subsequently processed in accordance with GDPR 2016/679 and current national legislation.

Personal data may be processed with the aid of both paper and telematic tools, or in any case with means suitable for recording and storing such data, and in any case in such a way as to guarantee its security and protect the privacy of the data subject. Specific security measures will be observed to prevent data loss, unlawful or incorrect use and unauthorized access in full compliance with Art. 32 of GDPR 2016/679 and applicable national legislation.

Compulsory or optional nature of providing data and consequences of refusal.

The provision of data is not compulsory, but optional; however, refusal to provide it in whole or in part may result in the impossibility of responding to the requests of the Interested Party and/or proceeding to the evaluation of its professional profile.

Recipients of personal data.

Subject to compliance with applicable regulations and in particular with the principles set out in Article 5 GDPR 2016/679, the data collected and processed may be communicated, exclusively for the pursuit of the purposes mentioned in this information statement, to:

- Companies belonging to the same business group;
- Professionals and consultants, consulting firms, companies operating in the field of personnel selection, public employment agencies, public and private training institutions;
- In particular, subjects that carry out processing activities on behalf of the Controller as Data Processors ex art. 28 GDPR 2016/679, such as, purely by way of example and without limitation: professionals and/or Companies in charge of carrying out consultancy activities in the areas of labour law, technical and information technology. The complete and up-to-date list of Data Processors is available to the interested parties upon request, at the Data Controller's head office;
- Subjects authorised to access the data by the regulations in force and/or to whom of data must be communicated in execution of legal obligations.

Personal data may be processed by employees and collaborators assigned to the relevant offices of the Data Controller, who are explicitly authorized to process the data on the basis of Article 29 of GDPR 2016/679 and the applicable national legislation.

Transfer of data abroad.

Personal data may be communicated and/or transmitted abroad solely for the purposes set out in this information statement, i.e. for exclusively technical reasons related to the structure of the Company's Information System and/or the application of technical and organizational security measures deemed appropriate by the Data Controller (Article 32 GDPR 2016/679), and exclusively in compliance with Articles 44 et seq. of GDPR 2016/679.

Data retention.

The data will be stored in our archives after the job interview, in order to carry out all the possible obligations related to this activity, and, in any case, for no longer than is necessary for the purposes for which the personal data are processed ("principle of limitation of storage" compliant to Article 5 GDPR 2016/679). Specifically, the data will be retained by the Data Controller for 24 to 60 months, depending on the job profile. In relation to the specific statute of limitations provided by law, data necessary for the establishment, exercise or defense of a right may be subject to longer retention periods.

The retained data is periodically reviewed to ensure that it remains relevant to the purposes for which the data was collected.

Rights of the Data Subject

30/05/2024	v. 03.00	LIR - E-Recruitment Information Statement	<i>Privacy Studio©2024 All rights reserved</i>
IMPERTEK SRL			VAT No: 03095550277

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The Data Subject may exercise the rights provided within the limits and under the conditions set forth in Articles 15-22 of GDPR 2016/679. In particular, GDPR 2016/679 grants the Data Subject the following rights:

- Right of access (Article 15 GDPR 2016/679);
- Right to rectification (Article 16 GDPR 2016/679);
- Right to erasure (Article 17 GDPR 2016/679);
- Right to restriction of processing (Article 18 GDPR 2016/679);
- Right to request the recipients to whom any rectification or cancellation or restriction of processing has been communicated (Article 19 GDPR 2016/679);
- Right to data portability (Article 20 GDPR 2016/679);
- Right to object (Article 21 GDPR 2016/679);
- Right not to be subject to a decision based solely on automated processing (Article 22 GDPR 2016/679).

In the event that any form of consent to processing is given, the Data Subject may withdraw it at any time, without prejudice to mandatory processing activities compliant to legal obligation in force at the time of the withdrawal request, by contacting the Data Controller at the following e-mail address: info@impertek.com.

Right of Grievance.

A Data Subject who deems that the processing of their personal data is in breach of the provisions of GDPR 2016/679 has the right to lodge a complaint with the supervisory authority of the EU State where he/she normally resides, works, or where the alleged breach occurred, as provided for in Article 77 GDPR 2016/679, or to take the matter to the appropriate judicial authorities.

Ceggia, 30/05/2024

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