

INFORMATION ON THE PROCESSING OF PERSONAL DATA

- APPLICATIONS AND RECRUITMENT

L.M. dei F.lli Monticelli s.r.l. wishes to inform you about the processing of your personal data in order to evaluate your application.

This information is provided in accordance with the principles of transparency and fairness and in compliance with your rights, pursuant to the EU Data Protection Regulation 2016/679 (GDPR).

CONTENTS

TITOLARE DEL TRATTAMENTO	2
PUNTO DI CONTATTO PRIVACY	2
ORIGINE E NATURA DEI DATI.....	2
CATEGORIE PARTICOLARI DI DATI PERSONALI	2
FINALITÀ E BASE GIURIDICA DEL TRATTAMENTO	3
MODALITÀ DEL TRATTAMENTO	3
UTILIZZO DI SISTEMI DECISIONALI AUTOMATIZZATI.....	3
DURATA DEL TRATTAMENTO	4
OBBLIGO O FACOLTÀ DI CONFERIRE I DATI.....	4
DESTINATARI DEI DATI.....	4
AMBITO DI CONOSCENZA INTERNO ALL'ORGANIZZAZIONE	4
COMUNICAZIONE DEI DATI ALL'ESTERNO.....	4
TRASFERIMENTO DEI DATI PERSONALI AL DI FUORE DELL'UE	4
I SUOI DIRITTI.....	5
AGGIORNAMENTI	6

DATA CONTROLLER

The data controller is L.M. dei F.lli Monticelli s.r.l., Via Giuggioli, 30, Osimo (AN), established in the European Union, which can be contacted at the following addresses: telephone +39 071 7230252, email info@monticelli.it.

PRIVACY CONTACT POINT

L.M. dei F.lli Monticelli s.r.l. has a privacy contact point, which can be contacted for any information concerning the processing of personal data, the exercise of the data subjects' rights, the security policies and the measures adopted, and the list of persons in charge of processing personal data.

The contact point can be reached at: privacy@monticelli.it

SOURCE AND NATURE OF THE DATA

Your personal data are acquired:

- directly from you, and have been provided to us following the spontaneous sending of your Curriculum Vitae.
- by third parties (e.g. employment agencies, headhunting companies and recruiters) at our request, in connection with personnel selection activities.
- through online e-recruitment, application and professional contact sharing services (e.g. linkedin, etc.), where you have made your professional information publicly available.
- through the e-recruiting portals we have set up and run for this purpose, where you have made your professional information available.

The processing will concern the data contained in your Curriculum Vitae and any data acquired during the selection interview (including your name, surname, date of birth, nationality, tax identification numbers, address, email, telephone, professional information, photographs on your C.V., etc.)

Should you spontaneously send us your Curriculum Vitae or other communications for the purpose of your candidacy, we remind you that you have freely provided the personal data contained therein, in respect of which we are the autonomous data controller, and for which we assume all legal obligations and responsibilities, and we shall be fully indemnified against any dispute, claim, or request for compensation for damages caused by processing, etc. that we may receive from third parties whose information and personal data have been processed in violation of the regulations in force.

SPECIAL CATEGORIES OF PERSONAL DATA

In connection with the spontaneous sending of your Curriculum Vitae or your participation in personnel selection and recruitment activities, processing may involve information that can be qualified as 'special categories of personal data', or 'sensitive' data (such as, for example, physical problems, allergies, membership of protected categories, degree of disability, trade union membership, religious beliefs, etc.), which the GDPR defines as data revealing 'racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, genetic data, biometric data intended to uniquely identify a natural person, data concerning a person's health or sexual life or sexual orientation'.

The processing of these special categories of data, which you may possibly include in your Curriculum Vitae or other communications, is particularly sensitive and we therefore invite you to provide this information only if relevant and necessary. Should the CVs sent contain data that are not pertinent to the purpose pursued, L.M. dei F.lli Monticelli s.r.l., and the persons authorised to carry out the selection, will refrain from using such information.

If, in the context of the personnel selection processes promoted by us, there is a specific need to acquire and process data of a particular nature or, in relation to the position, with regard to criminal convictions and offences, we shall inform you of this, supplementing this information notice.

PURPOSE AND LEGAL BASIS OF PROCESSING

The processing is carried out in order to assess your professionalism, within the framework of our personnel selection activities, for a possible establishment of an employment relationship.

For the processing of identification data, the legal basis is the fulfilment, prior to the conclusion of the contract, of your specific requests (Art. 6(1) (b) of the GDPR). The processing of any sensitive data in the Curriculum Vitae is necessary to fulfil the obligations and exercise the specific rights of the data controller or the data subject in the field of employment law (Art. 9(1)(b) GDPR).

For the processing of personal and sensitive data in CVs, the provisions of Article 111-bis of the Privacy Code and General Authorisation 1/2016 of the Privacy Authority apply, according to which, for spontaneously transmitted CVs, consent for processing is not required.

For the management of possible disputes and litigations, the processing will be carried out in order to protect the legitimate interest of L.M. dei F.lli Monticelli s.r.l. related to the safeguarding of the company's assets, its legal interests, and for the management of potential violations (art. 6 (1) (f) of the GDPR).

In order to comply with employment, tax and social security laws, and with other legal or regulatory requirements (e.g. compliance with equal opportunities and diversity requirements in the workplace), processing is carried out for the purpose of fulfilling legal obligations in the field of employment and social security (Art. 6 (1) (c) of the GDPR).

PROCESSING METHODS

Data are processed using procedures and tools, including computer means, suitable for guaranteeing their confidentiality, integrity and availability in the manner and within the limits necessary for pursuing the aforementioned purposes and in accordance with the technical security and organisational measures implemented within our organisation.

Your personal data are processed exclusively by authorised and trained personnel, who are granted access to said data to the extent and within the limits necessary for the assessment of candidates and personnel recruitment.

Data that are excessive or irrelevant to the purposes of the processing will be deleted or not used, if necessary by resorting to pseudonymisation techniques or separating sensitive data (e.g. the full content of your Curriculum Vitae) from identifying data (e.g. contact information and summary of professional description, job description, job application).

USE OF AUTOMATED DECISION-MAKING SYSTEMS

L.M. dei F.lli Monticelli s.r.l. will not use automated decision-making systems, including profiling, to provide information relevant to the personnel selection process, the assessment of candidates, recruitment, or assignment of positions.

Non-assessment computer systems may be used to manage the initial phase of the selection process, including, for example, computerised multiple-choice questionnaires. The selection process will in all cases include the supervision and intervention of an operator.

Should L.M. dei F.lli Monticelli s.r.l. make use of this in the future, it shall comply with the further legally prescribed information obligations.

DURATION OF PROCESSING

In compliance with the principles of lawfulness, purpose limitation and data minimisation, the retention period for your personal data is set for a period not exceeding the achievement of the purposes of personnel selection and assessment and, where applicable, in compliance with the time limits prescribed by law.

In particular, your Curriculum Vitae, unless you indicate otherwise, may be kept for a period of no more than 6 months. In addition, in order to be able to contact you again in the event of possible job vacancies, your identification and contact data (first name, surname, professional field, telephone and email) may be stored for a further period of no longer than..., without prejudice to your right, among others, to request at any time the presence and deletion of your data from our files.

In any case, L.M. dei F.lli Monticelli s.r.l., in order to protect its own interests, e.g. in the event of litigation, may process your personal data for as long as permitted by law.

OBLIGATION OR OPTION TO PROVIDE DATA

The provision of this data is optional and failure to provide it will make it impossible to proceed with the personnel evaluation and selection process for possible inclusion in our workforce.

DATA RECIPIENTS

SCOPE OF KNOWLEDGE WITHIN THE ORGANISATION

The following categories of persons, internal to our organisation, may become aware of your data: internal administrative and secretarial offices, HR management and selection officers. All persons accessing your data are duly authorised, instructed, and bound by confidentiality obligations.

To ensure the confidentiality of your data, we invite you, before sending documents and communications, to contact our offices to receive confirmation of the correct contact details to use.

EXTERNAL COMMUNICATION OF DATA

Your data will not be circulated (e.g. by publication on the web), unless we expressly request and you expressly consent.

Your data may be communicated to

- public or private entities that may have access to it by virtue of provisions of law, regulations or Community legislation, within the limits provided for by these rules
- our consultants, to the extent necessary for them to perform their duties in our organisation, subject to designation imposing duties of confidentiality and security
- entities that process data for purposes auxiliary to the relationship with us, i.e. that perform or provide specific services strictly functional to the performance of that relationship (e.g. enveloping, printing and mailing services, electronic communication service providers or web services)
- companies, bodies or associations, parent, subsidiary, associated or jointly controlled companies, as well as between consortia, networks of companies, and temporary groupings and associations of companies and with members of same

The communication of your personal data is limited exclusively to the data necessary to achieve the specific purposes for which they are intended.

TRANSFER OF PERSONAL DATA OUTSIDE THE EU

Your personal data will not be transferred to third parties outside the European Union.

However, some personal data may be transferred to recipients outside the European Union, to third companies that provide services instrumental to the receipt and retrieval of applications (such as the use of external application management platforms or online forms).

In these cases, data processing is strictly linked to the purposes for which the data were collected and is carried out with the utmost respect for confidentiality and security standards, including by carefully assessing the guarantees offered by the service provider

In particular, whenever your personal data are transferred internationally outside the territory of the EU, L.M. dei F.Ili Monticelli s.r.l. will take all measures, including contractual measures, that are appropriate and necessary to ensure an adequate level of protection of your personal data in accordance with the provisions of this privacy policy, i.e. by basing the transfer on an adequacy decision or, alternatively, on the standard contractual clauses approved by the European Commission.

More information on the transfer and the agreements legitimising it can be obtained from us by reaching out to the contacts given in this notice.

YOUR RIGHTS

You may at any time exercise your rights under Articles 15 to 22 of EU Regulation 2016/679, namely:

1. request confirmation of the existence or otherwise of their personal data being processed;
2. obtain information about the purposes of the processing, the categories of personal data processed, the recipients or categories of recipients to whom the personal data have been or will be disclosed, the period of data retention or the criteria for determining it;
3. update or rectify personal data, so that they are always accurate;
4. delete personal data when no longer necessary for the purposes of the processing, if the conditions of the law are met and the processing is not justified by any other legitimate reason;
5. restrict the processing of personal data if the conditions are met, including inaccuracy, objection to processing, unlawful processing.
6. obtain the portability of the data, where the processing is carried out on the basis of a contract and by automated means, i.e. receive them in a structured, commonly used and machine-readable format, also for the purpose of transmitting them to another data controller;
7. object to the processing at any time and also in the case of processing for direct marketing purposes or carried out by means of automated decision-making processes, including profiling.
8. withdraw consent, if given for specific processing activities. Withdrawal of consent does not affect the lawfulness of processing based on consent given prior to the withdrawal;
9. 9. the right to lodge a complaint with a Supervisory Authority: without prejudice to any other administrative or judicial action, a complaint may be lodged with the Italian Data Protection Authority (in Italy www.garanteprivacy.it, tel. +39 06.696771, email urp@gpdp.it). Or, if the conditions are met, including your different residence or the different Member State where the infringement took place, with the control authorities established in another EU country.

In order to exercise these rights, you may send an informal request to the Data Controller, L.M. dei F.Ili Monticelli s.r.l., whose contact details are provided at the beginning of this information notice, which will examine the issue without delay.

If L.M. dei F.Ili Monticelli s.r.l. intends to process data for purposes other than those set out in this privacy policy notice, it will inform you before doing so and obtain your consent if necessary.

UPDATES

L.M. dei F.lli Monticelli s.r.l. updates the internal policies and practices adopted in the protection of personal data whenever necessary, and in the event of regulatory and organisational changes affecting the processing of personal data.

Any updates to this notice will be made available in a timely manner and by appropriate means.