

## INFORMATION NOTICE PURSUANT TO ARTICLE 13 OF REGULATION EU 2016/679 ON THE PROTECTION OF PERSONAL DATA (GDPR) IN THE CASE OF RECEIVING CURRICULA VITAE

**BERTI METAL PARTS SOLUTIONS S.R.L.**, with its registered office at Via Montecastello 40, Serravalle Sesia (VC), VAT No. 00168710028, represented by its pro tempore legal representative (hereinafter referred to as "BERTI METAL PARTS SOLUTIONS" or the "Data Controller"), acting as the controller of personal data in accordance with Regulation EU 679/2016 - General Data Protection Regulation (hereinafter "GDPR") and applicable national legislation on personal data protection (Legislative Decree No. 196/2003, as amended), recognises the importance of protecting personal data and considers its safeguarding to be a core objective of its business operations.

This notice provides relevant information regarding the personal data you have chosen to provide. While it does not constitute any commitment or promise of future employment, we inform you that your personal data will be processed by **BERTI METAL PARTS SOLUTIONS** through manual or electronic means, including automated, IT, or telecommunication systems. Such processing will follow logic strictly related to the purposes outlined below, ensuring the security and confidentiality of the data.

Before providing any personal data, **BERTI METAL PARTS SOLUTIONS** invites you to carefully read this information notice, which contains important information about the protection of personal data and the security measures adopted to ensure confidentiality in full compliance with applicable regulations.

**BERTI METAL PARTS SOLUTIONS** informs you that the processing of your personal data will adhere to principles of lawfulness, fairness, transparency, purpose and storage limitation, data minimisation, accuracy, integrity, and confidentiality, while protecting your rights and freedoms as a data subject.

Your personal data will, therefore, be processed for purposes directly related to the aims described below, in compliance with GDPR provisions and ensuring the security and confidentiality of the data.

### Sources of Personal Data

The personal data processed is collected directly from the data subject and handled in compliance with the law and the confidentiality obligations that guide the activities of the Data Controller.

### Purpose of Processing

Your data will be processed to evaluate your profile, skills, and professional qualifications within the context of the personnel selection process conducted by the Data Controller. The data you provide may also include information about your family members, where such processing is necessary for the above purposes.

### Legal Basis and Lawfulness of Processing

The processing for the purposes mentioned above is necessary for the performance of a contract to which you are a party or the implementation of pre-contractual measures taken at your request (Article 6, Paragraph 1, Letter b) GDPR), pursuant to Article 111-bis of Legislative Decree No. 196/2003, as amended.



Consent for processing the personal data included in curricula vitae is not required for these purposes.

## **Nature of Data Provision and Consequences of Refusal**

Failure to provide the requested data marked as mandatory will prevent the evaluation of your application.

However, failure to provide non-mandatory data does not affect your right to be considered or selected.

## **Categories of Recipients of Personal Data**

The personal data provided, as well as those related to the performance of the contractual relationship, may be shared with third parties belonging to the following categories:

- a) employment agencies and entities where the transfer of personal data is necessary or functional for the management of applications by the Data Controller;
- b) entities granted access to personal data by legal, regulatory, EU, or collective agreement provisions;
- c) professionals and consultants for the protection of the Data Controller's rights;
- d) professionals or service companies for business administration and management acting on behalf of the Data Controller.

All entities receiving the data will act as "Data Processors" duly appointed and instructed by the Data Controller, or as independent "Controllers" authorised under legal provisions, regulations, and norms.

Additionally, data will be processed by authorised personnel within the offices managing the personnel selection process and concerned with the profile you have submitted.

Your personal data will not be disseminated under any circumstances.

## **Transfer Outside the EU**

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

## **Data Retention Period**

For the above purposes, the Data Controller may retain the data provided for a maximum period of two years from the date the curriculum vitae is recorded in its systems, or until the expiry of the statutory limitation periods applicable to rights arising from any selection procedure.

After these periods, your data will be anonymised or deleted unless retention is required for other purposes explicitly provided by law. Special data, such as those revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health status, or sexual orientation, voluntarily provided, will not be processed and will be deleted.

## **Automated Decision-Making**

No decision based solely on automated processing that produces legal effects concerning you or significantly affects you will be made for the purposes described above.

## **Data Subject Rights**

Pursuant to GDPR, you are entitled to the following rights:



- a) the right to obtain confirmation from the Data Controller as to whether or not personal data concerning you is being processed and, where applicable, access to the personal data and information specified in Article 15 of the GDPR;
- b) the right to rectify inaccurate personal data or complete it if incomplete, as per Article 16 GDPR;
- c) the right to erasure (“right to be forgotten”) under the conditions of Article 17 GDPR;
- d) the right to restrict processing under the conditions of Article 18 GDPR;
- e) the right to data portability, as per Article 20 GDPR;
- f) the right to object to processing under Article 21 GDPR;
- g) the right to lodge a complaint with the Data Protection Authority or another supervisory authority in case of unlawful processing.

## Exercising Your Rights

You may exercise your rights at any time by sending:

- A registered letter to the Data Controller's registered office at Via Montecastello 40, Serravalle Sesia (VC), Italy, VAT No. 00168710028
- An email to the Data Controller at [privacy@bertimps.com](mailto:privacy@bertimps.com)

## Data Controller, Processors, and Authorised Persons

Under applicable regulations, the Data Controller is **BERTI METAL PARTS SOLUTIONS S.R.L.**, headquartered at Via Montecastello 40, Serravalle Sesia (VC), VAT No. 00168710028, represented by its pro tempore legal representative.

The updated list of Processors and authorised persons is maintained at the Data Controller's registered office.

## Changes

This notice may be subject to amendments. The Data Controller reserves the right to modify or update its content, in whole or in part.

