



APPLICANT POLICY

pursuant to Article 13 of the European Regulation 679/2016 (GDPR - General Data Protection Regulation) concerning the following processing of personal data

Dear Applicant,

pursuant to Article 13 of the Regulation (EU) No. 2016/679 - General Data Protection Regulation (hereinafter: the "**GDPR**"), Gessi s.p.a., in the person of its legal representative pro tempore, as the data controller (hereinafter: the "**Controller**"), informs all applicants that the personal data collected during the personnel selection process will be processed in compliance with the provisions contained in the GDPR, the Italian Legislative Decree 196/2003 as amended by legislative decree 101/2018, and the national and EU legislation in force from time to time on the protection of personal data, as better described in this policy.

DATA CONTROLLER

The data controller is Gessi s.p.a. with registered office in Parco Gessi, 13037 Serravalle Sesia (Province of Vercelli, Italy), Tax Code and VAT N. 02235360027, who can be contacted at the following e-mail address: gessi@pec.gessi.it

PROCESSED DATA

The Controller may process the candidate's personal data given by the latter in the CV, in the message sent to the Controller, during the interview, etc., for instance:

- applicant's first and last name
- applicant's address
- telephone and e-mail addresses
- profession, etc.

(hereinafter jointly referred to as "**Data**")

LEGAL BASIS AND PURPOSE OF PROCESSING

Data are processed on the following legal bases:

- Article 6 paragraph 1 b of the GDPR: performance of a contract or pre-contractual activities and in particular research, selection and evaluation, as part of the preparatory activities for the establishment of a possible contractual relationship, regardless of the type of legal relationship;
- In the case of special data (such as health-related data), Article 9 paragraph 1 of the GDPR: according to which *"processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject"*;
- Article 6 paragraph 1 f of the GDPR: legitimate interest of the Controller related to the establishment, exercise or defence of a right in all competent forums, including out-of-court procedures.

NATURE OF DATA PROVISION

The provision of Data marked as mandatory in the Controller's form and/or job advertisement, e.g. with an asterisk, is compulsory. Failure to provide the mandatory Data will make it impossible for the Controller to consider your application and respond to you.



The provision of other Data is optional. Failure to provide optional Data will not prevent the Controller from considering your application and respond to you.

DATA RECIPIENTS OR POSSIBLE CATEGORIES OF DATA RECIPIENTS

Personal data will be processed by the Controller, and by persons strictly authorised by it.

Data may be disclosed to the following categories of third parties:

- (i) external natural and/or legal persons authorised to process data by a specific agreement with the Controller (Article 28 GDPR) or as autonomous data controllers (Article 4, paragraph 1, no. 7 GDPR), also by virtue of the law;
- (ii) parties to whom such communication must be made in order to fulfil or require the fulfilment of specific obligations laid down by laws, regulations and/or national and EU legislation, such as public agencies and other public authorities;
- (iii) other subsidiaries and/or associates and/or affiliates of the Controller that are part of the "Gessi Group".

DATA TRANSFERS TO THIRD COUNTRIES OR INTERNATIONAL ORGANISATIONS

The Controller will not transfer Applicant' personal data to third countries outside the European Economic Area.

RETENTION PERIOD

Your data will be kept for the time necessary to achieve the purposes for which they are processed and, thereafter, within the terms provided for by any applicable regulations.

Criteria for defining retention periods:

- we keep the Data for the period of time during which applicants are being selected;
- check whether archiving is necessary, depending on our legal situation (e.g. with regard to limitation periods, procedures or checks by authorities); and
- check whether we are obliged by applicable law to retain your Data for a further period.

DATA SUBJECT RIGHTS AND HOW TO EXERCISE THEM

The applicant may in any case and at any time exercise the following rights:

- access to personal data, rectification or deletion of personal data, restriction of processing, objection, portability under Articles 15-20 of the GDPR by sending an e-mail request to privacy@gessi.it
- to lodge a complaint with the Italian Data Protection Authority (see website: www.garanteprivacy.it).

EXISTENCE OF AN AUTOMATED DECISION-MAKING PROCESS

The processing does not involve automated decision-making process.

Last updated: on _____ 2024