

**METALCASTELLO SPA** (hereinafter METALCASTELLO) in the person of its pro tempore legal representative, with registered office in Via Don Fornasini, 12 Castel di Casio (Bo) as Data Controller in accordance with current privacy legislation (herein meaning the Privacy Code (Legislative Decree 196/2013 and subsequent amendments) and European Regulation no. 2016/679), hereby informs you concerning the processing of personal data provided by you during your application.

**a) Identity and contact details of the Data Controller**

**METALCASTELLO SPA.**

Via Don Fornasini 12

CASTEL DI CASIO (Bologna)

Tax Code: 10014611007

VAT No. 10014611007

Tel. 0534/20511

Fax 0534/30409

**i) Identity and contact details of the Data Protection Officer**

**FRANCESCONI FLORIANA**

Via Castiglione, 47

BOLOGNA

TAX CODE: FRNFRN74H42A944B

Email: dpo@metalcastello.com

**Purpose of processing**

Your personal data will be used by the Data Controller for the following purposes:

- a) to assess the consistency of your profile with respect to the job positions open at Metalcastello and in general, for the management of personnel selection procedures;
- b) to contact you in order to schedule any interviews that may be necessary, using the contact details you have provided. Pursuant to current privacy legislation, the Data Controller is not required to obtain consent for the spontaneous receipt of *curriculum vitae* (henceforth CV), whereas for processing data belonging to particular categories (also known as "sensitive data"), which you may provide as an element for assessing your application, Metalcastello has to have your explicit consent for it to be processed. In this regard, you are asked for specific consent in compliance with current legislation on the protection of personal data. In the absence of your explicit consent for such processing, Metalcastello will not be able to consider your application.

We also remind you that any reference to third-party data in your CV will be considered as data reported by you as an independent data controller, assuming all the obligations and responsibilities of the law. In any case, if you provide or otherwise process third-party personal data, you henceforth guarantee - assuming any related responsibility - that this particular type of processing is legally compliant pursuant to Art. 6 of the Regulation, which legitimises the processing of the information in question.

The legal basis for processing your personal data for the purposes indicated above is Art. 6 paragraph 1, letter b) of the Regulation, to be identified in the execution of a contract of which the data subject is a party or in the execution of pre-contractual measures adopted at the request of the latter. Providing your personal data for these purposes is optional, but any failure to do so would make it impossible for Formula Ambiente to evaluate your profile or schedule interviews.

If your application is accepted, personal data concerning you will be filed and processed by Metalcastello on the basis of the privacy policy drawn up for employees.

Your data will not be disclosed and will not be subject to any automation.

### **Type of data processed**

Metalcastello will process the following data:

- ✓ The data you provide when completing the form on the website, such as: name, surname, email address (not mandatory), telephone number (not mandatory).
- ✓ The data contained in your CV or in the application message, namely:
  - (I) identification data, such as your name, citizenship, date of birth
  - (II) contact details, such as your work and residence addresses, telephone number, email addresses and emergency contacts;
  - (III) information relating to your previous work experience, such as qualification, professional position, employment start and end dates, education history.

If your CV or message field contains information relating to data of particular categories (sensitive: health, adherence to political parties, religious membership, etc.) it is essential that you authorise Metalcastello to process your data by giving your consent with a tick to the question asked at the end of the form. Should you send any particular specific or judicial data without consent, your application will not be taken into consideration and therefore cancelled immediately.

Judicial data can only be processed by Metalcastello when required by legislation, regulations, collective agreements and European legislation.

### **Sources of personal data**

Personal data held by the Data Controller is collected directly from the data subject upon applying, filling out the form and forwarding their CV.

### **Optional provision of data**

Providing your data is optional, but failure to do so, in whole or in part, may make it impossible for Metalcastello to consider your application.

### **Data-processing methods**

In accordance with the provisions of current privacy legislation on security measures designed to guarantee the protection of processed personal data, Metalcastello and the system administrators have appointed subjects to undertake these data-processing operations, including technical and organisational measures in order to guarantee protection of the data from accidental or unlawful destruction, accidental loss or alteration and unauthorised access.

Your data will be processed using supporting paper and database tools in compliance with the provisions aimed at guaranteeing security and confidentiality, in addition to the accuracy, updating and relevance of the data in respect of the purposes stated above.

### **Data storage period**

CVs are kept for 24 months, after which they will be destroyed.

### **Subjects involved in processing your data**

The data will be processed by appointed, authorised, adequately trained and informed staff of both the Controller and Group companies.

In the event that the applicant is deemed suitable for candidacy, the CV may be sent to an external employment agency, authorised and appointed by Metalcastello.

Your data will also be processed by third parties, suitably selected by the Data Controller, who offer an adequate guarantee of compliance with the rules on processing personal data. These subjects are usually appointed as Data Processors pursuant to Art. 28 of the Regulations and are required to carry out their activities according to the specific instructions given by Metalcastello.

An updated list of external data processors is available at the Company's HR office.

### **Rights of the data subject**

Lastly, we would remind you that you are entitled to the rights referred to in Chapter II and III of European Regulation no. 2016/679 and, in particular, the right to access your personal data to request the correction, updating or erasure thereof, if incomplete, incorrect or collected in violation of the law, as well as to oppose the processing of it for legitimate reasons.

Furthermore, you have the right to withdraw your consent at any time. The withdrawal of consent does not affect the lawfulness of any processing based on consent given prior to the revocation.

You may exercise your rights, including that of revocation, by sending requests to the Data Controller in writing to the email address: [privacy@metalcastello.com](mailto:privacy@metalcastello.com)

You may in any event lodge a complaint with the Personal Data Protection Authority, Piazza Venezia 11, 00187, Rome (RM).