



OPIS s.r.l.

**Via Matteotti, 10 - Palazzo Aliprandi - 20832 Desio (MI)
Tel: 0362.6331 - Fax: 0362.633633 - P.IVA 12605350151**

Information notice on the processing of personal data pursuant to Article 13 of Regulation (EU) 2016/679 ("GDPR")

Data subjects: Job applicants

Dear Mr / Ms,

In its capacity as Data Controller under the GDPR, OPIS S.r.l. hereby wishes to inform you that your personal data will be processed in accordance with the aforementioned Regulation, and related transposing national rules and regulations, as well as, more in general, with the principles of necessity, fairness, lawfulness and transparency of data processing.

Identity of the Data Controller

The Data Controller is OPIS S.r.l. (hereinafter the "**Company**" or "**Controller**"), with registered office in Via Matteotti, 10 - Palazzo Aliprandi - 20832 Desio (MI).

Contact details of the Data Protection Officer ("DPO")

The Company has appointed a DPO with the task to monitor and ensure the correct fulfilment of the obligations arising out of the aforementioned privacy rules and regulations, and to act as a contact point within the Company for the data protection Authority and data subjects. You can contact the DPO by email at the following address: dpo@opis.it

Legal basis and purposes of data processing

a. *Contractual and legal necessity – assessing applicant requirements and recruiting staff*

Your data will be collected upon the spontaneous submission of your CV or of applications for collaborations with the Company, as well as during job interviews or at events, job fairs, etc. Furthermore, your data may also be collected by third party recruiting companies, head hunters, etc.

Your data will be processed solely for the purpose of assessing and recruiting staff, and in order to propose other job offers and opportunities within the OPIS group.

When collecting personal data, the Controller may become aware of data defined as sensitive under the GDPR. 'Sensitive data' means any data that reveals the racial or ethnic origins, political





opinions, philosophical or religious beliefs, party or trade union memberships, health, sexual life or sexual orientation of a person. In any case, only the sensitive data strictly pertaining to the purposes indicated above shall be processed, in accordance with the law and with the General Authorizations of the data protection Authority.

Furthermore, the data collected for the purpose of fulfilling specific obligations or duties set forth by the law, by a regulation or by EU laws in the context of employment relationships, may include judicial data – namely information revealing the measures under Article 3(1) from (a) to (o) and from (r) to (u), of Italian Presidential Decree No. 313, November 2002, regarding criminal and administrative records, including the existence of administrative sanctions for criminal offences and pending criminal proceedings, or the circumstance of being a suspect or accused under Articles 60 and 61 of the Italian Code of Criminal Procedure.

Processing methods

Your personal data may be processed directly by the Company and stored in electronic and hard copy filing systems or passed on to third parties, which will process your personal data in their capacity as Data Processor and in accordance with the instructions received by the Controller.

The Controller will apply all the security measures required to prevent accidental loss and destruction, and unauthorized access by third parties, in compliance with the GDPR and with the provisions set forth by the data protection Authority and by the European Commission for the protection of personal data.

Your data will be processed solely by personnel expressly authorized by the Controller, after having received instructions by the latter on the methods and purposes of processing.

Data communication to third parties

Your data will not be communicated to third parties if not in the cases set forth by the law, by regulations or by collective bargaining agreements.

Data transfers to non-EU countries

Your personal data will not be transferred outside of the EU. However, should such a transfer be required for the aforementioned purpose of staff recruitment, the Controller will adopt all necessary and appropriate safeguards to ensure that your personal data receive an adequate level of protection, in accordance with this privacy notice, including but not limited to the use of the Standard Contractual Clauses set forth by the European Commission for data transfers outside the EU.

Data retention

Personal data will not be retained for a period of time exceeding what is necessary for the above purpose of assessing and recruiting staff. In any case, your data will not be retained for more than 24 months from collection if, in the meantime, no employment relationship has been entered into with the Company.



Data subject rights

As data subject, you have the following rights on the personal data collected and processed by the Company for the purposes indicated above.

a) Right to access

You are entitled to obtain confirmation from the Controller of whether or not personal data regarding you is being processed and, where applicable, to access such personal data and the following information: (i) the purposes of processing; (ii) the categories of personal data being processed; (iii) the recipients or categories of recipients to which the personal data have been or will be communicated, especially if these are located in non-EU countries or are international organisations; (iv) where possible, the data retention period or, if that is impossible to state, the criteria that will be used to determine said time period.

b) Right to rectification, updating, completion and erasure

You are entitled to rectify and/or update inaccurate personal data, and, having regard to the purposes of processing, to complete personal data that is incomplete, also by providing a supplementary statement.

You also have the right to obtain erasure of any personal data regarding you on one of the following grounds: (i) the personal data are no longer needed for the purposes for which they were initially collected or otherwise processed; (ii) the data are being unlawfully processed; (iii) you have withdrawn your consent on the basis of which the Controller was entitled to process your personal data and there is no other legal ground for processing; (iv) you have objected to processing and there are no overriding legitimate grounds for processing; (v) the personal data have to be erased for the purpose of complying with a legal obligation.

However, the Company has the right to disregard the above right to erasure in the presence of a predominant right of freedom of expression and information or as necessary to comply with a legal obligation or to defend a legal claim.

c) Right to restriction of processing

Lastly, you are entitled to obtain restriction of processing by the Company in the following cases: (i) for the period of time necessary for the Controller to verify the accuracy of the personal data regarding you, where you have claimed their inaccuracy; (ii) if your personal data are being unlawfully processed; (iii) if your personal data is no longer necessary for the purposes of processing but processing is required by you for the establishment, exercise and defence of a legal claim; (iv) for the period of time necessary to verify whether the legitimate grounds of the Controller override your objection to processing.

You may exercise the above rights by sending an email to privacy@opis.it, or by contacting the DPO at dpo@opis.it.

If you believe your personal data was unlawfully processed, you may also file a complaint with the relevant data protection Authority.



Data Controller
OPIS s.r.l.

Last update: 26 July 2018