

Ref.: ICV - Updated Data 09/2025

Privacy notice for the processing of personal data.

Articles 13 and 14 EUROPEAN REGULATION NO. 679/2016

Legislative Decree 196/2003 as amended by Legislative Decree 101/2018

1. Data Controller

The Data Controller is FIP MEC Srl, with registered office at Via Scapacchio, 41 - 35030 Selvazzano Dentro (PD), Tax Code and VAT No. 01049070251 (hereinafter the "Controller").

Privacy notice for "work with us" candidates

This notice is addressed to individuals who, following a job search, a spontaneous application, a response to one of our job advertisements, or during a job interview, submit their curriculum vitae to the Data Controller via its website.

For information on the processing of personal data in other contexts, such as browsing the website, please refer to the privacy policy available on the website

2. Category of personal data subject to processing

The Data Controller processes personal data voluntarily provided by candidates, including:

- Common personal data (such as personal details; contact details; data relating to education and professional experience; other data typically contained in curricula vitae)
- Special categories of data (Article 9 GDPR): only in exceptional cases.
- Criminal data (Article 10 GDPR): only in exceptional cases.

Personal data collected by the Controller through curriculum vitae submissions, professional profile assessments during interviews, or referrals from third parties—such as first name, surname, place and date of birth, tax code, telephone number, postal address, educational qualifications, and other identifying information—relating to open positions or spontaneous applications, fall within the category of "personal data" under Article 4, paragraphs 1 and 15 of the GDPR. These data will be processed exclusively to evaluate the candidate's aptitudes and professional skills for the position applied for or for potential future staffing needs of the company.

Except for positions reserved for protected categories, it will not be necessary to include special categories of data in the curriculum vitae (that is, data revealing racial and ethnic origin, religious, philosophical or other beliefs, political opinions, membership of parties, trade unions, religious, philosophical, political or trade-union associations, as well as data data revealing health status or sexual life).

3. Purposes of processing and legal basis for processing

The personal data of individuals who, either spontaneously or in response to a staff search, submit their curriculum vitae are processed in accordance with the methods and principles established by the GDPR for the following purposes:

- Staff recruitment and selection: to evaluate candidates for current positions or to propose other job opportunities consistent with the candidate's professional profile.
Legal basis: performance of pre-contractual obligations.
- Compliance with legal obligations: to fulfil specific obligations or carry out tasks required by laws, regulations, or EU legislation.
Legal basis: legal obligation.

The collection and processing of personal data are carried out to enable the Controller to perform staff search, selection, and evaluation activities. Processing for these purposes does not require the consent of the data subject, since it is necessary for the performance of pre-contractual measures adopted at the request of the data subject himself/herself (Art. 6, paragraph 1, letter B of the GDPR), except for the processing of special categories of personal data which, where provided, may be processed by the Controller only with prior explicit consent. The Data will be processed by authorized personnel pursuant to Article 29 of the GDPR. The processing of the Data for these purposes will take place by electronic and manual means, according to logical criteria compatible with and functional to the purposes for which the Data were collected, in full compliance with the confidentiality and security rules established by law and internal company regulations..

4. Mandatory nature of the provision of data

The provision of personal data for the purposes described above is **optional and voluntary**.

However, for providing certain data is necessary to use specific functionalities on the website, such as correctly submitting an application to participate in staff selection processes. To submit an application, the candidate must provide consent to the processing of their data; without such consent, it will not be possible to send the data for recruitment purposes

Even when the data subject has given consent for the Controller to process their data for the purposes indicated, they remain free to withdraw consent at any time.

In accordance with Article 21 of the GDPR, it is expressly stated that the data subject has the right to object at any time to the processing of their personal data for the purposes described. If the data subject objects, their personal data will no longer be processed for those purposes.

5. Recipients of personal data

The personal data processed will not be disclosed but may be communicated to specifically identified parties, such as the Controller's personnel specifically authorized to process the data. Based on their roles and duties, personnel are entitled to process the data within the limits of their competence and in accordance with the instructions given by the Controller. The same data may also be communicated to parties entitled to access them pursuant to laws, regulations, and rules.

Specifically, the data may be used by third parties and/or companies performing ancillary activities on behalf of the Controller, such as:

- external consultants involved in the recruitment, selection, and evaluation of personnel;
- Parties granted access by law, regulation, or authority measures.

Depending on the circumstances, these recipients may act as data controllers, data processors, or persons authorized to process data. Outside the cases described above, personal data will not be disclosed in any form.

6. Methods of data storage

The data are processed using manual, electronic, and IT tools in ways strictly related to the purposes for which the data are processed and, in any event, in compliance with Art. 32 GDPR regarding security measures.

7. Data retention period

Personal data are stored only for as long as necessary to achieve the specific purposes for which they are collected and, in any case, for a period not exceeding 6 months from receipt of the curriculum vitae, after which they will be automatically deleted and no copies will be retained.

Exceptions to this retention period apply when it is necessary to retain the data for a longer time to defend or enforce a legal right **or to** comply with legal obligations or orders from competent authorities.

8. Transfer of personal data

The Controller does not transfer personal data to third countries or to international organizations.

9. Rights of the data subject

Each Data Subject has the right of access, rectification, erasure (right to be forgotten), restriction, receipt of notification in the event of rectification, erasure or restriction, portability, objection, and not to be subject to an automated individual decision, including profiling, pursuant to Articles 15 to 22 of the GDPR. These rights may be exercised in the forms and within the time limits set out in Art. 12 GDPR, by written communication sent to the Controller (see point 10).

The Controller will provide an appropriate response as soon as possible after receiving the request.

10. Right to withdraw consent (Methods of exercising rights)

Data subjects may withdraw their consent at any time, where previously given, and/or exercise their rights by sending::

- a registered letter with return receipt to the undersigned, with an express request;
- an e-mail to info@fipmec.it.

11. Complaints

Each Data Subject has the right to lodge a complaint, pursuant to Art. 77 et seq. of the GDPR, with a supervisory authority, which for the Italian State is the Italian Data Protection Authority. The forms, methods, and time limits for lodging complaints are provided for and governed by the applicable national legislation. The complaint is without prejudice to administrative and judicial actions, which for the Italian State may be brought alternatively before the same Authority or the competent Court.

12. Controller, D.P.O. (D.P.O.), Persons in charge/Authorized persons, Data processors

We provide the following information to ensure transparency and fairness toward data subjects, as well as to comply with legal obligations

Data Controller. The Controller of your personal data is FIP MEC Srl, responsible towards you for the lawful and correct use of your personal data, and may be contacted for any information or request at the following details: telephone +39 0498225511, e-mail: info@fipmec.it.

D.P.O. (Data Protection Officer) - R.P.D. (Person in charge of Data Protection). You may also contact the Data Protection Officer to obtain information and submit requests regarding your data or to report service disruptions or any problems encountered.

The Controller has appointed Mr. Nicola Ghinello as Data Protection Officer, who may be contacted at the following address: e-mail: nicola.ghinello@dpo-rpd.com.

Persons in charge/Authorized persons. The updated list of persons in charge/authorized to process data is kept at the Controller's registered office.

Data processors.

For brevity, the detailed list of these persons is available at our registered office.