

INFORMATION NOTICE UNDER ARTICLES 13 AND 14 OF EU REGULATION 2016/679 – CANDIDATES

DATA CONTROLLER: The Data Controller is SILGA S.p.A, Tax ID No. 00092270420, with registered office in Castelfidardo (AN), Industrial Zone Acquaviva, Via Carlo Marx No. 54, represented by the legal representative p.t. (hereinafter referred to as "Controller"), phone: 071 723971, email: v.morosini@silga.com.

PURPOSE AND LEGAL BASIS OF PROCESSING: the personal, identification, and curriculum data collected directly from the Candidate (hereinafter also referred to as the "Data Subject") or from third parties used by the Controller for selection procedures are processed and used to respond to the Data Subject's request, specifically to verify the conditions for hiring and/or initiating a collaboration. The Data Subject is not required to provide data classified as "sensitive" under Article 9 of EU Regulation 2016/679 (GDPR) or data concerning health status. However, this exclusion does not apply if such data must be known due to the employment relationship being established, particularly regarding the candidate's potential inclusion in protected categories and pre-employment medical examinations. The Controller may request the candidate's consent to conduct handwriting analysis to verify personal and character traits.

Considering the adoption of the Organizational Model under Legislative Decree 231/2001 by the Controller, the candidate may be asked for information about public roles held by family members, relatives, and in-laws.

The legal basis for processing is the consent given by the candidate for the processing of their data, pre-contractual and contractual obligations to which the Controller is subject, legal obligations, and the Controller's legitimate interest. Specifically, these legal conditions apply to the candidate's application in response to one or more job offers by SILGA S.p.A. and the evaluation activities conducted by the Controller to potentially establish a future employment relationship with the Data Subject. They also relate to pre-contractual negotiations preceding the possible formation of an employment relationship, in accordance with the Civil Code, Law 300/1970, and Legislative Decree 231/01.

PROCESSING METHODS: personal data may be processed in paper form and electronically, following all necessary measures to ensure their security and confidentiality. Access will only be granted to authorized personnel, who are designated as Data Processors and have received specific training, regularly updated on privacy rules, and sensitized to the respect and protection of the dignity and confidentiality of the data. All personnel accessing computerized data are identifiable and equipped with personal passwords; data access is allowed only for purposes related to the role assigned to each individual and only for the time strictly necessary to achieve the purposes for which the data were collected.

NATURE OF DATA PROVISION: providing data is optional; it is up to each candidate's decision to submit their curriculum vitae. For any subsequent data requested by the Data Controller, failure to provide it will prevent the verification of prerequisites for potential hiring and/or initiating collaboration, and thus the establishment of any potential relationship with the Data Controller.

DESIGNATED DATA PROCESSORS: the Data Controller has authorized and instructed those who process personal data on its behalf as Data Processors.

DATA COMMUNICATION AND DISCLOSURE: personal and special data will not be disclosed in any way. Candidate data, in the case of hiring, will be transmitted to external processors for purposes related to practices and requirements for the conclusion of the individual employment contract. A list of entities to whom the Controller communicates personal data for the aforementioned purposes is available to the candidate at the Controller's premises and can be obtained upon written request to the Controller.

DATA RETENTION PERIOD: the data will be retained by the Controller only for the time strictly necessary to achieve the purposes for which they were collected, except in cases where an employment or collaboration relationship is established. In any case, candidates' data will not be stored for more than two years from the date of acquisition.

DATA SUBJECT RIGHTS: as a Data Subject, the candidate has the right to access their data at any time and exercise all rights provided by national and European data protection laws under Articles 7, 15-21, and 77 of the GDPR. These include the right to request access to their data, correction and updating of incorrect data, deletion of data, portability of data in a format readable by common applications, and the right to lodge a complaint with the Supervisory Authority in cases of unlawful processing or delays or obstacles by the Data Controller in exercising data subject rights. Specifically, the candidate has the right to communicate to the Controller the withdrawal of consent to process their handwriting data. In such cases, the Controller will immediately delete the data and documents from which handwriting analyses were performed, without prejudice to the lawfulness of processing done prior to the withdrawal of consent.

The competent Supervisory Authority is the Italian Data Protection Authority ("Garante per la Protezione dei Dati Personali"), located at Piazza di Monte Citorio No. 121, 00186 Rome - Fax: (+39) 06.69677.3785 - Phone: (+39) 06.696771 - Email: garante@gpdp.it.

To request the exercise of the rights indicated above, the candidate can simply send a request to v.morosini@silga.com. Deletion requests may be processed automatically, meaning that the candidate might still receive pre-scheduled communications issued before their deletion request was processed.