
INFORMATION ON THE PROCESSING OF PERSONAL DATA intended for Candidates pursuant to art. 13 EU Regulation 2016/679

Dear Sir/Madam,

Thank you for the trust you have shown us by sending/presenting your CV. This information sheet is intended to describe the methods of processing the data provided by candidates for possible employment in the company.

Data Controller

The data controller is Gamma Chimica Spa: the data protection officer (DPO) is Dr. Giuliana Dolci who can be contacted at the email address: privacy@gammachimica.it.

Legal basis

Data processing is carried out in compliance with the following legal principles (GDPR art. 6, par. 1, lett. b), f):

- b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- f) processing is necessary for the pursuit of the legitimate interest of the owner or third parties to whom the data are communicated.

Purpose of the processing

Connected to the activity of selection and evaluation of personnel received by the owner in the form of a Curriculum Vitae, by post, e-mail or by hand, by the interested parties, or through qualified subjects authorized to carry out the activity of research and selection of personnel.

The data provided by the interested party must only concern the common data strictly necessary in order to allow the evaluation of the candidate's profile and professional aptitudes and skills. Please do not provide particular data (for example, relating to health status, religious beliefs and political opinions). Any particular data will not be used in the absence of a written declaration of consent to their processing by our company.

The acquired data will be stored for a period of six months and then completely deleted from any archive.

Data recipients

In the event of hiring, you will receive a new information notice specifying the necessary legal bases applied and the purposes of the processing; your personal data relating to the processing in question will be communicated, if this is necessary or in any case functional to the management of the contractual relationship and the pursuit of the legitimate interest of the owner, to external managers regularly appointed pursuant to art. 28 of EU Regulation 679/2016.

Data transfer

The data collected will be used by Gamma Chimica for the complete and correct execution of the contract; to carry out this treatment it is not necessary to acquire the consent of the interested party.

Any refusal to provide such data will result in Gamma Chimica not hiring you to the extent that the data is necessary for the same.

Treatment methods

The processing is carried out by the owner and by the subjects designated and expressly trained in the management of data processing; each processing of personal data takes place in compliance with the principles set out in art. 5 of Regulation (EU) 2016/679. The data processing is carried out with the following methods and security precautions:

- the security of data processed on computer media is managed through a password system;
- Gamma Chimica has drawn up a Policy for the planning and management of company "back-ups";
- the confidentiality of paper documentation is guaranteed by the storage of documents in special archives with controlled and authorised access only to designated subjects;

- the accuracy of the recorded data is checked annually.

Gamma Chimica does not transfer to third countries; it does not have an automated decision-making process relating to natural persons and does not perform profiling. The data may be transferred to countries within the EU and outside the EU; such transfers may be carried out by Entities and/or companies receiving the data as specified above under “data recipients”.

RIGHTS OF INTERESTED PARTIES

In order to fulfill the obligations set forth in the Regulation in question, Gamma Chimica reminds you of the applicable rights of interested parties.

The interested party has the right to request confirmation of whether or not personal data concerning him or her are being processed.

The interested party has the right to obtain:

- the indications regarding the purposes of the processing, the categories of personal data, the recipients or categories of recipients to whom the personal data have been or will be communicated and, where possible, the retention period;
- the rectification and deletion of data;
- the limitation of processing;

Pursuant to art. 77 the interested party has the right to:

- lodge a complaint with a supervisory authority (<https://www.garanteprivacy.it/web/guest/home/docweb/-/docweb-display/docweb/4535524>)

How to exercise your rights

Gamma Chimica has created a specific email address to allow interested parties to easily exercise their rights: privacy@gammachimica.it.

Upon receipt of the request to exercise the rights, the privacy representative will contact the company DPO who will take care of satisfying the interested party's request. If it is not possible for the interested party to send this request via email, it can be sent by ordinary mail via registered mail to the company's registered office : Gamma Chimica SpA via Lepetit 8, 20045 Lainate (MI).

The exercise of the rights by the user is free of charge pursuant to art. 12 GDPR. However, in the case of manifestly unfounded or excessive requests, also due to their repetitiveness, the owner may charge the user a reasonable fee, in light of the administrative costs incurred to manage his request, or deny the satisfaction of his request.

Lainate, January 20, 2025