



## Data Controller

**SIAD Società Italiana Acetilene & Derivati S.p.A.**  
Via S. Bernardino, 92 - 24126 Bergamo - IT  
[siad\\_privacy@siad.eu](mailto:siad_privacy@siad.eu)  
("Company")



## Data Protection Officer (DPO)

[siad\\_dpo@siad.eu](mailto:siad_dpo@siad.eu)



## PERSONAL DATA PROCESSED

By way of example and without any limitation, name, surname, place and date of birth, residence, e-mail address and telephone contacts, educational qualifications, work experience and any additional Data entered by you in your curriculum vitae and / or inserted in the questionnaire that will be submitted to you during the interview.



## PARTICULAR CATEGORIES OF PERSONAL DATA PROCESSED

Data suitable to disclose, by way of example, the state of health (such as the belonging to protected categories) which may be contained in the curriculum or in any further documentation sent to the Company.



## SOURCE OF THE DATA

Data are collected from the data subject (therefore from you directly provided) and/or from headhunting companies or in any case providing recruiting services etc.



## PURPOSE OF PROCESSING

Purposes related or aimed to the research and selection of candidates.

Verify, even through specialized companies, that the data provided correspond to the truth making use of public information (including profiles of professional social networks, databases, web registers or multimedia archives accessible to the public). The processing, in accordance with the indications of the Working Group art. 29 in the «*Opinion on data processing at work*», is limited only to information related to the professional attitude to work, necessary for the sole purpose of assessing the specific risks related to the type of operations to be carried out by the candidates, performed in the less intrusive way possible, taking all necessary steps to ensure a fair balance between the legitimate interest of the employer in controlling the rights and their fundamental freedoms.

Retain the data for 2 years for any future selection, in the event that the selection for which you are a candidate is not successful, upon your request, to be stated with expression of your will at the bottom of this Information Note.

If you decide not to use this additional service and therefore not to authorize the retention of your data for future selection and subsequent processing, this does not prevent that your profile will be taken into account for the selection in progress, but will only prevent that your application is taken into consideration for any future selection.

Fulfill the obligations and exercise the rights of the Company or of the concerned party provided for by the applicable standards related to labor law and social security and social protection, or by collective agreements, as well as instructions given by legitimate authorities and by supervisory and control bodies.

If necessary, to ascertain, exercise and/or defend the Company rights in court.



## LEGAL BASIS FOR THE PROCESSING

Execution of pre-contractual measures taken according to your request.

Legitimate interest.

Consent.

Need to fulfill legal obligations to which the Company is subject in compliance, with regard to "sensitive" data, of the provisions of art. 9.2, sect. b).

Legitimate interest.



## DATA RETENTION PERIOD

For the full period of the selection operation and, when the selection is terminated, canceled, except for any further retention authorized by you (see below).

For the full period of the selection operation and, when the selection is terminated, canceled.

2 years from the termination of the selection.

For the entire duration of the selection process. Data will be deleted at the end of the selection or will be retained for 2 years in case you give us your consent at the end of this form.

For the entire duration of the litigation, until the exhaustion of the enforceability terms of the appeals.

After the above mentioned retention periods, the Data will be destroyed or made anonymous, in accordance with the technical cancellation and backup procedures.



## DATA PROVISION

Mandatory for the research and selection of personnel. The refusal to provide the data does not allow this operation and will not allow your application to be taken in consideration.



## RIGHTS OF THE CONCERNED PARTY COMPLAINTS TO THE CONTROL AUTHORITY

By contacting the Company by e-mail at the address:

[hr\\_siad\\_privacy@siad.eu](mailto:hr_siad_privacy@siad.eu), the concerned parties can ask the processor for access to the data concerning them, their correction, integration or deletion, as well as, the limitation of processing in the cases provided for by art. 18 of the GDPR, and oppose the processing in the hypothesis of legitimate interest of the controller.

The concerned parties, furthermore, if the processing is based on consent or on the contract and is carried out using automated tools, have the right to receive the data in a structured, commonly used and automatically readable form, and, if technically feasible, to transmit them to another controller without impediments.

The concerned parties have the right to revoke the consent given at any time, as well as to oppose the processing carried out to pursue the legitimate interests of the processor.

The concerned parties have the right to lodge a complaint with the competent Supervisory Authority.



## RECIPIENTS OF THE DATA

The Data may be communicated to parties operating as independent controllers or processed, on behalf of the Company, by parties appointed as data processors, who are given appropriate operating instructions. These parties are essentially included in the following categories:

- companies, including companies belonging to the same group, which the controller uses for the selection, recruitment and evaluation of candidates.



## PARTIES AUTHORIZED FOR DATA PROCESSING

The data may be processed by employees of the company departments responsible for the pursuit of the above mentioned purposes, who have been expressly authorized to process and who have received adequate operating instructions.