

INFORMATION CONCERNING THE PROCESSING OF PERSONAL DATA CANDIDATES

This information notice (the “**Privacy Policy**”) is provided pursuant to Article 13 of Regulation (EU) 679/2016 (“**GDPR**”) in relation to the processing of personal data of candidates for employment by **SUPERCAP s.r.l.**

1. Data controller

For the purposes set out in this Privacy Policy, the data controller is SUPERCAP s.r.l., with registered office in Mombaroccio (PU), via Cairo 83, VAT and Tax Code 01492440415 (hereinafter the “**Data Controller**”).

The Data Controller is a company part of the Crealis S.p.A. group specializing in the production and marketing of crown caps, bidule and tear-off caps.

2. Data processed

Your personal data - collected through the *curriculum vitae* sent by you to the Data Controller and/or through transmission by parties that carry out personnel selection activities on behalf of third parties and/or through social platforms, such as LinkedIn, and/or through the “*Work with us*” section on the Data Controller’s website - are limited to those necessary to carry out the candidate selection procedure aimed at the possible establishment of an employment relationship with the Data Controller, such as common, identifying data (such as name, surname, date and place of birth), contact data (such as residence and home address, personal e-mail and telephone number) the other information commonly found on CVs, such as job title, qualification, university examinations taken, specialization, years of experience, other information that may be entered by the CV candidate (hereinafter, collectively, the “**Data**”).

3. Purpose and legal basis of processing

The Data will be processed exclusively for the purpose of carrying out the selection procedure of candidates aimed at the possible establishment of an employment relationship with the Data Controller.

The legal basis for the processing of Data is the execution of pre-contractual measures taken at the request of the data subject.

The provision of Data for the above-mentioned purpose is mandatory and necessary. Any refusal, partial or total, to provide the Data will make it impossible for the Data Controller to comply with the request for the execution of pre-contractual measures at the request of the data subject and to carry out the selection procedure for the possible establishment of a working relationship with the Data Controller in relation to which the Data are collected.

4. Data recipients

The Data shall be processed by employees and/or collaborators of the Data Controller and of the head company, specifically designated as persons authorized to process the Data (such as, by way of example, the persons in charge of the human resources office and/or the office concerned by the selection) insofar as this is necessary for the



Supercap Srl società a socio unico
Via Cairo, 83
61024 Mombaroccio (PU) - Italy
www.crealisgroup.com

T: +39 0721 470507
F: +39 0721 471243
Pec: supercap@legalmail.it

Reg.Imp. P. IVA e C.F. 01492440415
R.E.A N° 146309
Capitale Sociale €86.700,00 I.V.

performance of the selection procedure of candidates for the possible establishment of an employment relationship with the Data Controller.

Furthermore, Data may be communicated to third parties where necessary for the establishment, management, execution and/or conclusion of the contractual relationship with the Data Controller. In this case, the third-party recipients of the Personal Data - autonomous data controllers or duly designated as data processors - belong to the following categories:

- A. external parties acting as autonomous data controllers such as, by way of example, Authorities and supervisory and control bodies and, in general, to parties, including private parties, entitled to request the data (such as, for example, accounting consultants, legal consultants), Public Authorities that expressly request them for administrative or institutional purposes, in accordance with the provisions of the applicable national and European legislation.
- B. subjects outside the company that provide services to the company and are useful for its activities (for example: suppliers of IT services for managing *databases*, including contacts and e-mails, *providers of* digital services and IT consultants that provide technical assistance to the company, offices that provide payroll services, training institutes, banking and financial intermediaries); these subjects have been specifically appointed as data processors and their names are available upon request to the Data Controller, using the contact details indicated in Section 7 below.

5. Period of Data Retention

Data are processed only for the time strictly necessary to achieve the purposes for which they were collected and, in any case, no longer than 12 (twelve) months from the date of receipt of the *curriculum vitae* .

6. Transfers of Data outside the European Union

The Data Controller is a company that is part of the Crealis S.p.A. group. For this reason, the Data Controller may communicate its Data to Crealis S.p.A. in order to consolidate relations between the companies in the group.

The Data Controller will not make transfers outside the European Union; however, in the context of the processing in question, with regard to candidate Data, this may occur.

Should this happen, the Data Controller will adopt adequate safeguards in accordance with applicable laws and regulations on the protection of personal data, in order to ensure that your Data is adequately protected: in particular, such transfers will take place, on a case-by-case basis, subject to verification of the *Standard Contractual Clauses* approved by the European Commission pursuant to art. 46(2)(c) and (d) of the GDPR or of the binding rules for the company referred to in Article 47 of the GDPR or, failing that, by virtue of one of the derogatory measures referred to in Article 49 of the GDPR.



Supercap Srl società a socio unico
Via Cairo, 83
61024 Mombaroccio (PU) - Italy
www.crealisgroup.com

T: +39 0721 470507
F: +39 0721 471243
Pec: supercap@legalmail.it

Reg.Imp. P. IVA e C.F. 01492440415
R.E.A N° 146309
Capitale Sociale €86.700,00 I.V.

7. The rights of the data subject

Candidates, as data subjects (i.e., subjects to whom the Data refer), have rights conferred by the GDPR. In particular, pursuant to Articles 15-22 of the GDPR, data subjects have the right to request and obtain, at any time, access to their personal data, information on the processing carried out, rectification and/or updating of their personal data, erasure and restriction of processing. They also have the right to object to the processing and to request data portability (i.e. to receive personal data in a structured, machine-readable, commonly used format). Finally, data subjects always have the right to revoke their consent at any time (this, in any case, will not affect the lawfulness of processing carried out on the basis of consent given before revocation) and to lodge a complaint with a supervisory authority (in Italy: the Garante per la Protezione dei Dati Personali).

The above-mentioned rights may be exercised at any time, by simple request to the Controller to be transmitted:

- by post, to the address via Cairo 83, Mombarroccio (PU)
- by e-mail privacy.supercap@crealisgroup.com

For further information or clarification of the rights mentioned, please contact the Data Controller at the same addresses.

IF DIGITAL MODE:

- I declare that I have read the [privacy policy on the processing of candidates' personal data](#), pursuant to Article 13 of the General Data Protection Regulation (GDPR) (mandatory)

IF PAPER MODE:

Place and date

Signature



Supercap Srl società a socio unico
Via Cairo, 83
61024 Mombarroccio (PU) - Italy
www.crealisgroup.com

T: +39 0721 470507
F: +39 0721 471243
Pec: supercap@legalmail.it

Reg.Imp. P. IVA e C.F. 01492440415
R.E.A N° 146309
Capitale Sociale €86.700,00 I.V.