









**INFORMATION NOTICE REGARDING THE PROCESSING OF CANDIDATES' PERSONAL DATA
IN ACCORDANCE WITH EU REGULATION 2016/679 ("GDPR")**


	DATA CONTROLLER	GEWISS S.P.A. Address: Via A. Volta, 1, 24069 Cenate Sotto (BG) Tel. no.: +39 035 946 111, E-mail address: gewiss@gewiss.com, ("Company").
	DATA PROTECTION OFFICER (DPO)	Address: Via A. Volta, 1, 24069 Cenate Sotto (BG) Tel. no.: +39 035 946 111, E-mail address: dpo@pec.gewiss.com,


	SPECIAL CATEGORIES OF PERSONAL DATA PROCESSED				
	Data regarding, by way of example but not limited to, health (such as belonging to categories with protected characteristics), political opinions (such as joining a trade union, joining a political party, holding public offices), that may be contained in CVs or other documentation sent to the Company.				
	DATA PROCESSING PURPOSES		LEGAL BASIS FOR PROCESSING DATA		DATA RETENTION PERIOD
	Purposes connected to or instrumental in sourcing and selecting candidates.		Implementation of pre-contractual measures adopted on candidate request.		Retained for the duration of selection activities then deleted once these are completed unless retained for a longer period with candidate's authorisation (see below)
	To verify, through specialist companies as well, that the information provided is true based on publicly available information (including professional social network profiles, databases, web logs or multimedia archives accessible to the public). In accordance with WP29 Opinion on Data Processing at Work, processing is limited to information relating to professional position at work, in order to assess specific risks relating to candidate work activities only, in as unobtrusive a manner as possible, by adopting any necessary measures to ensure balance between the legitimate interests of employers as data controllers, and their rights and fundamental freedoms.		Legitimate interest		Retained for the duration of selection activities then deleted once these are completed.
	Retained for 2 years for future selection processes if the candidate has not been successful and gives consent at the bottom of this form. If the candidate decides not to give permission for data to be retained for future selection processes and processing of personal data, this will exclude candidates from future selection processes only, and not the current selection process.		Consent		2 years after completion of the selection process


If necessary to ascertain, exercise and/or safeguard Company rights in legal proceedings.	Legitimate interest	Duration of the dispute until completion of the terms of implementation outlined in legal remedies.
Once the aforementioned retention period has lapsed the data will be destroyed or made anonymous compatibly with technical erasure and backup procedures.		


	<p>DATA PROVISION</p> <p>Compulsory for sourcing and selecting personnel. A refusal to provide the data makes these activities impossible and means the candidate cannot be considered for the role.</p>
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	<p>DATA RECIPIENTS</p> <p>In addition to the Subsidiaries of Gewiss S.p.A., the data may be communicated to parties acting as independent data controllers or processed on behalf of the Company by parties appointed as data processors, who are provided with suitable operating instructions. These parties include the following categories: companies used by the data controller to select, recruit and assess candidates.</p>
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	<p>PARTIES AUTHORISED TO PROCESS DATA</p> <p>The data may be processed by employees in company departments who are responsible for carrying out the activities outlined above, and have been authorised to process the data and received suitable operating instructions.</p>
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	<p>DATA SUBJECTS RIGHTS - COMPLAINT TO THE SUPERVISORY AUTHORITY</p> <p>By contacting Gewiss S.p.A. via e-mail sent to privacy@gewiss.com, data subjects can ask the controller for access to personal data, or the correction or deletion of personal data, and also have the right to restrict processing of the data in the cases set out in article 18 GDPR, and object to processing in the case of legitimate interests of the controller.</p> <p>Furthermore, in the case where processing is based on consent or a contract and carried out with automated tools, data subjects have the right to receive the personal data in a structured, commonly used and machine-readable format, and to transmit the data to another data controller without obstruction.</p> <p>Data subjects have the right to withdraw consent at any time, and object to processing carried out to pursue the legitimate interests of the controller.</p> <p>Data subjects have the right to lodge a complaint to the competent Supervisory Authority.</p>
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	<p>INFORMATION NOTICE ACKNOWLEDGEMENT</p> <p>By signing this document, I hereby confirm I have received and read the information on the privacy of candidate data.</p> <p>_____ (location), ___/___/____ (date)</p> <p style="text-align: right;">Candidate signature confirming information has been read</p> <p style="text-align: right;">_____</p>
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	<p>DECLARATION OF CONSENT</p> <p>I _____, hereby authorise the retention of my data for 24 months so my CV can be considered in future selection processes carried out by Gewiss S.p.A., in the knowledge that, without authorisation, my data will only be processed for the selection process in progress and then deleted, and this authorisation can be withdrawn at any time.</p> <p style="text-align: center;"><input type="checkbox"/> I CONSENT <input type="checkbox"/> I DO NOT CONSENT</p> <p>_____ (location), ___/___/____ (date)</p> <p style="text-align: right;">Signature of candidate</p> <p style="text-align: right;">_____</p>
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