

## INFORMATION NOTICE ON THE PROCESSING OF PERSONAL DATA OF CANDIDATES

Dear Candidate,

ABE Elettronica S.r.l., located at Via L. da Vinci, 224 - 24043 Caravaggio (BG) - VAT No. 01815800162 (hereinafter also referred to as "ABE"), as the Data Controller, in accordance with Article 4 of Regulation (EU) 2016/679 (hereinafter also referred to as the "Regulation" or "GDPR"), informs you, pursuant to Article 13 GDPR, that your application requires the collection of certain personal data relating to you.

In compliance with the principles of lawfulness, transparency, relevance, and non-excessiveness, we invite you not to include in your CV any strictly personal and private information that is not relevant to the position for which you are applying.

However, in certain circumstances, it may be necessary for the Data Controller to process specific categories of personal data concerning you, such as your membership in a protected category; in such cases, it will be necessary to process these data, subject to obtaining your explicit consent.

### Data Controller Information

The Data Controller is ABE Elettronica S.r.l., Via L. da Vinci, 224 - 24043 Caravaggio (BG), Tel.: +39 0363 351007 - e-mail: [mail@abe.it](mailto:mail@abe.it) - VAT No. 01815800162.

### Types of Data Processed

Among the categories of personal data that ABE will process in this context, the following must be included: personal details, information regarding educational qualifications, professional experience, skills, abilities, and competencies necessary for the job position for which you are applying.

### Purpose of Processing

Your personal data will be processed for the purpose of carrying out personnel selection activities. Processing is necessary to respond to your application or to present you with a new selection proposal at a later stage if your profile is considered suitable for our needs.

### Legal Basis for Processing

The legal basis for processing is the execution of pre-contractual measures aimed at the potential establishment of an employment or collaboration contract, as provided for by Article 6(1)(b) of the GDPR.

### Processing Methods

Your personal data may be processed in paper format and with the aid of electronic tools, ensuring compliance with all necessary measures to guarantee their security and confidentiality, with access permitted only to authorized operators who have been previously designated as Data Processors or Authorized Persons.

Access to the data is granted only to authorized individuals for the time strictly necessary to process them and for the purposes indicated. Additionally, they will be processed by adopting appropriate security measures to minimize the risks of destruction or accidental loss, unauthorized access, or unauthorized or non-compliant processing.

### Nature of Data Provision

Providing your data is optional; submitting your CV is therefore at your discretion. Consent to processing is not required pursuant to Article 9(2)(b) of the GDPR when the processing concerns data contained in spontaneously submitted CVs for the purpose of possibly establishing an employment/collaboration relationship.

### **Retention Period**

The personal data you provide will be retained for the period strictly necessary to achieve the aforementioned purposes and, in any case, for no longer than 12 months. At the end of this period, your data will be deleted.

### **Transfer of Data Abroad**

The Data Controller does not transfer personal data outside the European Union.

### **Data Subject Rights**

Pursuant to Articles 15 et seq. of the GDPR, we inform you that, in the cases provided for, you may exercise the following rights:

- Right of access (Article 15 GDPR) – The right of the Data Subject to access their data and to file a complaint with the supervisory authority;
- Right to rectification (Article 16 GDPR) – The right of the Data Subject to obtain the rectification of inaccurate personal data concerning them from the Data Controller;
- Right to erasure (right to be forgotten) (Article 17 GDPR) – The Data Subject has the right to obtain the deletion of personal data concerning them without undue delay from the Data Controller;
- Right to restriction of processing (Article 18 GDPR) – The right of the Data Subject to obtain a restriction on the processing of their data;
- Right to data portability (Article 20 GDPR) – The Data Subject has the right to receive their personal data, provided to the Data Controller, in a structured, commonly used, and machine-readable format and to request their transmission to another data controller, if technically feasible.

The Data Controller will notify each recipient to whom personal data have been transmitted of any rectifications or deletions or restrictions on processing carried out pursuant to Articles 16, 17, and 18 (notification obligation under Article 19 GDPR).

Furthermore, pursuant to Article 7(3) of the Regulation, you have the right to withdraw your consent at any time, without affecting the lawfulness of processing based on consent given before the withdrawal.

### **Right to Lodge a Complaint**

If you believe that the processing of your personal data violates the Regulation, you have the right to lodge a complaint with the Supervisory Authority, following the procedures and instructions published on the official website of the Authority ([www.garanteprivacy.it](http://www.garanteprivacy.it)), as provided for by Article 77 of the Regulation, or to take legal action (Article 79 GDPR).

### **How to Exercise Your Rights**

You may exercise your rights at any time and free of charge by sending:

- An email to: [privacy@abe.it](mailto:privacy@abe.it)
- A certified email (PEC) to: [abe@pec.it](mailto:abe@pec.it)
- A registered letter with return receipt to: ABE Elettronica S.r.l., Via L. da Vinci, 224 - 24043 Caravaggio (BG), Italy