











LEAFLET PURSUANT TO ART. 13 REGULATION (EU) 2016/679 concerning the processing of personal data of candidates


Dear Sir/ Dear Madam, the European Regulation (EU) 2016/679 (hereinafter "GDPR") lays down rules relating to the protection of individuals with regard to the processing of personal data, as well as rules relating to the free movement of such data. In accordance with the principle of transparency under art. 5 GDPR and pursuant to art. 13 GDPR, NPE srl, companies of the H&T Group and the De Longhi Group, as the Controller of your personal data (hereinafter also only "Data") collected through the Curriculum vitae transmitted/delivered by you or otherwise communicated by you during the selection process, provides you, as a data subject, with the following information. This Notice does not exclude that further information may be provided to you orally at the time of collection of the Data, or through additional specific notices. For any information, doubt or clarification regarding the processing of your data, as well as to exercise the rights granted to you by the GDPR, you can contact the Data Controller using the methods indicated below.

	DATA CONTROLLER	NPE srl C.F./P.IVA.: 04831590262 with registered office in Zona Industriale 6 CAP 32013, Loc. Villanova, Longarone (BL) (hereinafter "Company or Owner").
	CONTACT DETAILS OF THE DATA CONTROLLER	 Recommended A/R to registered office  E-mail to: privacy@newprocond.com

	PURPOSE OF PROCESSING		LEGAL BASIS FOR THE PROCESSING		DATA RETENTION PERIOD
	The Data are processed for the specific purpose of research and recruitment, therefore: - to assess the consistency of your profile in relation to open positions at the Company and to make appropriate considerations regarding the possibility of establishing a working relationship or collaboration with you (e.g. internship); - in the case of your spontaneous application, to evaluate your profile and to make appropriate considerations regarding the possibility of establishing a working relationship or collaboration with you (e.g. internship).		The legal basis for the processing of your personal data is provided by the art. 6, lett. b) of the GDPR: "the processing is necessary to carry out pre-contractual measures taken at the request of the data subject". If the processing concerns particular data (e.g. suitable to reveal the state of health of the person concerned, for the purpose of hiring workers belonging to protected categories), treatment will be based on art. 9 paragraph 2 letter. b) GDPR: "The processing is necessary to fulfill the obligations and exercise the specific rights of the data controller or the data subject in relation to labour law and social security and social protection". <i>If the data subject, despite the express request not to provide them, transmits data that is not relevant to the purposes of selection and recruitment of personnel, the Data Controller will refrain from processing them, in full compliance with current legislation.</i>		The data are kept for a maximum period of 36 months from the receipt of the curriculum vitae or the first interview, if carried out. After the aforementioned period, the Data will be destroyed or anonymized, unless storage for a later period is determined by specific legal regulations or by legitimate requests/ orders of the Authorities.

	CATEGORIES OF DATA PROCESSED In pursuit of the above aims will be treated: <ul style="list-style-type: none">• Common personal data such as, but not limited to: identification and personal data (e.g. name, surname, tax code, date of birth); location data (address or domicile); contact data (telephone number, e-mail); details of training and occupation (e.g. educational qualification, professional experience, technical knowledge); any image in the curriculum vitae;• data belonging to particular categories: in particular, health data, only if strictly relevant to the purposes indicated above and in any case in compliance with the guarantees set out in art. 9 GDPR.
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	NATURE OF THE PROVISION OF DATA The provision of Data is necessary to collect the application of the interested party and give course to the selection process. Any refusal to provide the Data will therefore make it impossible for the Controller to examine the application and conduct the selection process.
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	METHODS OF PROCESSING The processing of data is carried out in paper and telematic ways in compliance with the provisions on the protection of personal data and, in particular, the technical and organizational measures referred to in art. 32.1 of the GDPR, with the observance of precautionary measures that guarantee integrity, confidentiality and availability. The processing referred to in this Notice is not subject to automated decision-making processes.
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Sede Legale e Operativa:

Loc. Villanova Zona Industriale, 6 | 32013 Longarone (BL) - Tel. +390437577211

Cod. Fiscale 04831590262 - P.IVA 04831590262 - R.I TV-BL 04831590262 - R.E.A BL - 401959

	CATEGORIES OF DATA RECIPIENTS
	<p>The Data are not disclosed, except where required by law.</p> <p>In order to carry out the purposes described in this Policy, the Data are processed within the Company by persons specifically authorised by the Controller (e.g. employees of the Company, due to their duties), who have received specific operational instructions pursuant to art. 29 GDPR. Please note that the Data may be known by other companies of the H&T Group and the De Longhi Group, to which the Company belongs.</p>
	<p>The Data may be known by subjects external to the Company who process the Data on behalf of the Controller as Processors or who are entitled to know them as autonomous controllers. Please note that the updated list of external data processors, appointed pursuant to art. 28 GDPR, is kept by the Data Controller and can be consulted at the request of the Data Subject.</p>
	TRANSFER OF PERSONAL DATA TO THIRD COUNTRIES <p>Data may be transferred to countries outside the European Union/EEA. In particular, the Data may be transferred to other companies of the H&T Group and the De Longhi Group, to which the Controller belongs, as well as to the Group Leaders. The Controller guarantees that any transfer of personal data will take place in full compliance with the conditions set out in Chapter V of the GDPR (art. 44 et seq.), in order to ensure that the level of protection of individuals guaranteed by the GDPR is not affected. The transfer will therefore take place to countries that the European Commission has deemed to guarantee an adequate level of protection, in accordance with the provisions of art. 44 GDPR or in compliance with specific standard contractual clauses approved by the European Commission pursuant to art. 46 GDPR, provided that the data recipient provides adequate guarantees and that data subjects have actionable rights and effective remedies. Any derogations from the above will only take place in compliance with art. 49 GDPR.</p>
	DATA SUBJECT RIGHTS - COMPLAINT TO THE SUPERVISORY AUTHORITY <p>By sending a communication by registered letter A/R to the registered office of the Company or by e-mail to the address indicated in the section "Contact details of the Data Controller" of this information, the Interested Party may request at any time from the Data Controller:</p> <ul style="list-style-type: none"> a) access to Data; b) the correction of Data; c) the deletion of Data, within the limits provided by the GDPR; d) the limitation of the processing of Data if the conditions set out in art. 18 GDPR are met; e) the portability of Data in a structured format, in the cases referred to in art. 20 GDPR; f) the opposition to the processing of Data, pursuant to art. 21 GDPR. <p>If the Data Subject considers that the processing of personal data concerning him or her violates the GDPR, he or she also has the right to lodge a complaint with the Supervisory Authority, represented in Italy by the Guarantor for the Protection of Personal Data,, based in Rome.</p>
 	SIGNATURE FOR VIEWING THE INFORMATION <p>The undersigned declares to have read and understood the above-mentioned information on the processing of personal data.</p> <p>_____ (place), _____ (date)</p> <p>Name and surname (LEGIBLE IN BLOCK CAPITALS): _____</p> <p>Signature of the interested party: _____</p>

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