

**INFORMATION ON THE PROCESSING OF PERSONAL DATA
OF CANDIDATES FOR POSITIONS AT MEDICA S.P.A.**

(Art. 13 EU Reg. 679/2016)

Brief information



Who processes my data?
The data controller is Medica S.p.a.
Registered office: Via Degli Artigiani, 7 - Medolla (MO)
E-mail address: privacy@medica-spa.com

For what purposes does the Controller process my data?	Why is the processing of my data legitimate?	To whom will my data be communicated?	How long will my data be stored for?
Selection of candidates for job vacancies	Because it is necessary to implement pre-contractual measures taken at your request	Possibly Medica Group Companies	For 6 months and, in the case of recruitment/ establishment of the employment relationship, for 10 years after termination of the employment relationship.

Failure to provide data will make it impossible to assess your suitability for the purposes of establishing the employment relationship, and will therefore make it impossible to establish the employment relationship itself.

What are my rights?	With respect to your personal data that you have provided, you have the right to obtain access •rectification•portability and in certain cases •deletion limitation of processing. You may exercise your rights by writing to the Controller's e-mail address: privacy@medica-spa.com
Who can I complain to?	If you consider that your rights have been violated, you have the right to lodge a complaint with the Data Protection Authority via the procedure indicated on www.garanteprivacy.it .

Extended information



1. WHO PROCESSES MY DATA?

The Data Controller of your personal data is **Medica S.p.a.** with registered office in Medolla (MO), via Degli Artigiani, 7. You may contact the Controller:

- by telephone on 0535 51159
- by e-mail at info@medica-spa.com

2. FOR WHAT PURPOSES IS MY DATA PROCESSED AND WHY IS THE PROCESSING LEGITIMATE?

Your data is processed to assess your suitability for the job position for which you are applying.

The processing of your data is legitimate because it is necessary to implement pre-contractual measures taken at your request.

3. TO WHOM IS MY DATA COMMUNICATED?

Your data may be disclosed to other companies of the Medica Group.

You may request the full list of recipients of your personal data by writing to privacy@medica-spa.com. In any case, your personal data will not be disseminated.

4. IS MY DATA TRANSFERRED OUTSIDE THE EUROPEAN UNION?

Your data is not transferred outside the European Union.

5. HOW LONG IS MY DATA STORED FOR?

The Controller will keep your personal data for a period of time not exceeding that necessary to achieve the purposes for which it is being processed. Specifically, your data will be stored for 6 months and, in the case of recruitment/establishment of an employment relationship, for 10 years after termination of the employment relationship.

At the end of this period, the Data Controller will either erase the data irreversibly - by means of destruction or secure deletion methods - or store it in an anonymous form that does not allow, even indirectly, for your identification.

6. WILL I BE SUBJECTED TO PROFILING?

Under no circumstances will your data be used to obtain information about your preferences or behaviour, nor will you be subject to any decision based solely on automated processing of your personal data.

7. WHAT ARE MY RIGHTS?

You have the following rights:

- **Right of access to data:** the right to obtain from the Controller confirmation as to whether or not personal data concerning you is being processed and, if so, to obtain access to your personal data - and a copy thereof - and to receive information about the processing;
- **Right to rectification of data:** the right to obtain from the data controller the rectification of inaccurate personal data concerning you without undue delay and the integration of incomplete personal data, including by providing a supplementary declaration.
- **Right to data erasure:** the right to obtain from the data controller the erasure of personal data concerning you without undue delay if one of the following grounds applies

- the personal data is no longer necessary in relation to the purposes for which they were collected or otherwise processed;
 - the personal data has been unlawfully processed;
 - personal data must be deleted in order to comply with a legal obligation to which the Controller is subject.
- **Right of restriction of processing:** the right to obtain from the Controller the restriction of processing when one of the following cases occurs:
 - You challenge the accuracy of personal data for the period necessary for the Controller to verify the accuracy of such personal data;
 - the processing is unlawful and you object to the deletion of your personal data and instead request that its use be restricted;
 - although the Data Controller no longer needs it for processing purposes, the personal data is necessary for the establishment, exercise or defence of a legal claim;
 - You have objected to the processing pending verification as to whether the data controller's legitimate reasons prevail over yours.
 - **Right to data portability:** the right to receive in a structured, commonly used and machine-readable format the personal data concerning you provided to the Controller and to transmit such data to another controller where the processing is based on consent or contract and is carried out by automated means.
 - Right not to be subject to a **decision based solely on automated processing**, including profiling, which produces legal effects concerning you or significantly affects you in a similar way.

You may exercise your rights by sending a request to the Controller's e-mail address privacy@medica-spa.com. The Controller will reply to you as soon as possible and, in any event, no later than 30 days after your request.

8. AM I OBLIGED TO PROVIDE MY DATA?

You are free not to provide the Controller with your data. However, if you do not provide your data, the possible contract between you and the Controller cannot be established.

9. HOW CAN I LODGE A COMPLAINT?

If you wish to lodge a complaint concerning the manner in which your personal data is processed by the Controller or concerning the handling of a complaint that you have lodged, you have the right to lodge a complaint directly with the Supervisory Authority in the manner set out at www.garanteprivacy.it.

Signature (the Controller)

