

## RECRUITMENT INFORMATION NOTICE

### Information notice pursuant to Article 13 of the REGULATION (EU) 2016/679 (GDPR)

In compliance with the REGULATION (EU) 2016/679 (GDPR) we provide you with the necessary information regarding the processing of your personal data. This notice is provided pursuant to art. 13 GDPR.

**DATA CONTROLLER: Citterio S.p.A.**, Via Don Giuseppe Brambilla, 16/18 – 23844 Sirone (LC), Italy, as represented by the pro-tempore legal representative (hereafter, the “**Controller**”). You can contact the Controller at any time at the following contacts: telephone number +39 031 853545, email: [vendite@citteriospa.com](mailto:vendite@citteriospa.com).

You may always ask the Controller or the Human Resource Office for more information about the process of your personal data by this company.

<i>Purposes of processing</i>	<i>Legal basis</i>	<i>Data retention period</i>	<i>Nature of data provision</i>
<p>- formalization of the candidacy, for the purpose of a possible selection and for future selections;</p> <p>- selection of personnel, signing of a possible employment contract, carrying out training courses and internships;</p> <p>- any request for references by contacting third parties, such as by way of example University, former employers, schools, etc.</p>	Art. 6 par. 1 lett. b) GDPR: processing is necessary for the performance of a contract to which the Data Subject is party or in order to take steps at the request of the data subject prior to entering into a contract	24 months	<p>The provision of data processed for the purposes specified herein is necessary in order to proceed with your application.</p> <p>Failure to provide data will make it impossible to process the data for the purposes of research and selection of personnel.</p>

### RECIPIENTS

The personal data provided shall be communicated to recipients who will process them as Data Processors and/or as natural person acting under the controller or processor’s authority (art. 29 Reg. UE 2016/679) for the above purposes. Namely, data will be communicated to:

- Molteni Group companies;
- Any third parties and labor consultants for the purposes of personnel selection, in the context of assistance and consultancy reports;
- Any third parties for the purpose of obtaining references (eg University, former employers, schools, etc.);
- competent authorities for compliance with legislative requirements and/or directives issued by public bodies, upon request.

Parties belonging to the abovementioned categories process data as Data Processor or operate independently as autonomous Data Controllers. The list of Data Processors is constantly updated and available at the offices of the Data Controller.

### DATA TRANSFER TO THIRD COUNTRIES

Your personal data shall not be transferred or communicated outside the European Union. In case such transfer becomes necessary, your personal data could be transferred to countries outside the European Union pursuant to articles 44 and following of the Reg. (EU) 2016/679, in order to comply with purposes related to the transfer. In this case, the data subject may obtain a copy of the terms and conditions of the transfer by contacting the Data Controller.

### DATA SUBJECT’S RIGHTS

You may exercise your rights pursuant to articles 15, 16, 17, 18, 19, 20, 21, 22 of the Regulation EU 2016/679, in respect of and against each of the Controllers, by contacting the Controllers at the contacts above. You have the right, at any time, to request to access your personal data and receive the information concerning their processing. You have the right to rectify, erase your personal data or limit their processing. Where appropriate, you have the right to object, at any time, to the processing of your data, including profiling, and you have the right to withdraw consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal. You have the right to the portability of your personal data; in such case the Controller shall provide you with your personal data in a structured, commonly used and machine-readable format.

Without prejudice to any other administrative or judicial remedy, if you consider that the processing of your personal data infringes the Regulation (EU) 2016/679, you have the right to lodge a complaint with the Data Protection Authority.

Date of last update: May 25<sup>th</sup> 2018