

DATA PROTECTION – STAFF RECRUITMENT

Privacy Policy pursuant to Article 13 of Legislative Decree No. 196 of 30 June 2003

In accordance with Legislative Decree No. 196 of 30 June 2003 (the Data Protection Code) as amended, this privacy policy provides you with the necessary information in relation to the processing of the personal data that you provide us with. It does not apply to other websites that can be reached via links on websites owned by **Citterio S.p.A.**, who shall to no extent be held liable for third parties' websites. It is also provided pursuant to [Article 13 of Legislative Decree No. 196/2003 - the Data Protection Code](#). This privacy policy is based on Recommendation No. 2/2001 adopted on 17 May 2001 by the European data protection authorities operating as the Working Party set up by [Article 29 of Directive 95/46/EC](#) in order to identify certain minimum requirements for collecting personal data on-line and, in particular, the nature of the information that data controllers are required to provide to users when connecting to web pages for whatever reason and the procedures and timing for provision of the same.

1. The DATA CONTROLLER, pursuant to [Article 28](#) of the Data Protection Code, is **Citterio S.p.A.**, registered office Via Don Giuseppe Brambilla 16/18, 23844 Sirone (LC) Italy, in the person of the legal representative for the time being

LOCATION OF THE DATA PROCESSING

The processing connected with this site's web services (physically placed in hosting with a third party) is carried out at headquarters of the business, as the data controller, and is only handled by the business's own staff, as the persons authorised to carry out the processing, or by external parties, where appointed, for the purposes of maintaining and updating the pages on the site.

2. TYPES OF DATA PROCESSED

Personal data and data for identification purposes

Personal data: any information relating to the individual, who is or can be identified either directly or indirectly on the basis of any other information, including a personal ID No. Data for identification purposes: the personal data on the basis of which the data subject can be identified directly.

Data provided voluntarily by the user

Where e-mail is explicitly sent on a voluntary basis to the addresses referred to on this site and/or data capture forms are filled in, the sender's e-mail address, which is required in order to respond to the requests submitted, plus any other personal data included, will be captured

The personal data that you voluntarily provide in order to submit your application when sending your CV and/or the provision of sensitive data for the purposes of possible recruitment by **Citterio S.p.A.**, registered office Via Don Giuseppe Brambilla 16/18, 23844 Sirone (LC) Italy, will be processed, possibly using IT and telematic procedures on a database.

3. PURPOSES OF THE PROCESSING FOR WHICH CONSENT IS GRANTED WHERE REQUIRED (ARTICLE 23 OF LEGISLATIVE DECREE 196/03)

Personal data and any sensitive/judicial data voluntarily provided will be processed

(A) by **Citterio S.p.A.**, registered office Via Don Giuseppe Brambilla 16/18, 23844 Sirone (LC) Italy, unless and until you object:
- for the purposes of staff recruitment, carrying out the contractual relationship, if any, training courses, or internships; in order to formally record the application for the purposes of recruitment, if applicable, and recruitment sessions in the future; - in order to comply with or require compliance with specific obligations or comply with specific duties imposed by law, regulations, collective bargaining agreements or EU legislation.

(B) by other companies in the group:

Molteni & C S.p.A., registered office Via Rossini 50, 20833 Giussano (MB), Italy - **UniFor S.p.A.**, registered office Via Isonzo 1, 22078 Turate (CO) Italy - **Dada S.p.A.**, registered office Strada Provinciale 31, 20010 Mesero (MI) Italy

- for the purposes of staff recruitment, carrying out the contractual relationship, if any, training courses, or internships; in order to formally record the application for the purposes of recruitment, if applicable, and recruitment sessions in the future; - in order to comply with or require compliance with specific obligations or comply with specific duties imposed by law, regulations, collective bargaining agreements or EU legislation.

4. MANNER OF PROCESSING - RETENTION

The processing will be carried out using automated systems and/or manually, using procedures and tools designed to ensure maximum security and confidentiality, by parties specifically appointed in compliance with Sections 31 et seq. of Legislative Decree 196/03. The data will be retained for no longer than the purposes for which it has been collected and processed.

5. SCOPE OF COMMUNICATION AND CIRCULATION

Your data that is processed will not be circulated but may be communicated to companies with contractual links to **Citterio S.p.A.**, registered office Via Don Giuseppe Brambilla 16/18, 23844 Sirone (LC) Italy, abroad within the European Union, in compliance with and to the extent permitted by Article 42 of Legislative Decree No. 196/2003. The personal data may be transferred abroad to countries outside the EU within the scope of and to the extent permitted by Articles 43 and 44 (b) of Legislative Decree No. 196/2003, in order to comply with contracts or for related purposes. The data may be communicated to third parties in the following categories:

- companies in the group, if any; - third parties and employment consultants, if any, for the purposes of staff recruitment, as part of the provision of advice and assistance; - parties providing services for the operation of the IT system used by **Citterio S.p.A.**, registered office Via Don Giuseppe Brambilla 16/18, 23844 Sirone (LC) Italy, and the telecommunications networks (including e-mail); - the competent authorities in order to comply with requirements imposed by law and/or orders issued by public bodies, on request.

The parties in the categories above act as data processor or operate wholly independently as separate data controllers. The list of data processors is kept up to date and is available at **Citterio S.p.A.**, registered office Via Don Giuseppe Brambilla 16/18, 23844 Sirone (LC) Italy.

6. NATURE OF PROVISION OF DATA AND REFUSAL

Save as specified in relation to browsing data, users are free to decide whether to provide their data. The provision of data for point (A) is optional but necessary. A failure to provide the data for point (A) will make it impossible to send your application to **Citterio S.p.A.**, registered office Via Don Giuseppe Brambilla 16/18, 23844 Sirone (LC) Italy. Provision of the data for point (B) is optional; a failure to provide the data will make it impossible to send your application to the other companies in the group: **Molteni & C S.p.A.**, registered office Via Rossini 50, 20833 Giussano (MB), Italy - **UniFor S.p.A.**, registered office Via Isonzo 1, 22078 Turate (CO) Italy - **Dada S.p.A.**, registered office Strada Provinciale 31, 20010 Mesero (MI) Italy

7. RIGHTS OF THE DATA SUBJECT

You may exercise your rights pursuant to Articles 7, 8, 9 and 10 of Legislative Decree No. 196 of 30 June 2003 by contacting the data controller or the data processor at our registered office on tel. no. +39.0362.3591, or by e-mail to **cv@citteriospa.com**. You are entitled at any time to obtain confirmation of the existence or otherwise of the data and to be informed of the content and source of the same, establish that it is correct or ask for it to be supplemented, updated or amended ([Article 7 of the Data Protection Code](#)). Pursuant to Article 7, you are entitled to ask for data processed unlawfully to be made anonymous or blocked and to object, on legitimate grounds, to that data being processed.

8. AMENDMENTS TO THE DATA PROTECTION NOTICE

Citterio S.p.A. reserves the right to amend, update, add to or remove parts of this data protection notice at its discretion and at any time. You should check any changes made from time to time. To this end, the data protection notice will bear the date that it was last updated. Once the changes have been published, use of the site shall imply acceptance of the same.

Last updated: 03.05.2017