

Privacy notice regarding the processing of Personal Data for recruitment process

(Art. 13 of EU Reg. 679/2016)

This privacy notice applies to all personal data provided by you in your job application and the recruitment process whatever the application was made by replying to a job offer or as a spontaneous application.

1. Data Controller and Data Processors

The Data Controller is SECO Mind S.r.l. (hereinafter also referred to as "**SECO Mind**" or the "**Data Controller**"), represented by its *pro tempore* legal representative, with registered office in Arezzo (AR), 52100, Via Achille Grandi, no. 20.

An updated list of data processors, if they have been appointed, may be provided at the request of the data subject. For any clarification regarding the processing of your personal data, you can contact us by writing to the e-mail address privacy@secomind.com.

2. Purpose of the Processing and Legal Basis

We inform you that your personal data are processed for purposes strictly connected and necessary for the recruitment and selection process.

The legal basis is the fulfilment of specific obligations deriving from pre-contractual and contractual agreements (pursuant to Article 6, section 1, letter b) of the GDPR).

3. Type of personal data which are subject to the processing

Seco Mind processes the following personal data:

- Name, surname, address and contact details, including email address and telephone number.
- Employment background information such as resume/CV, employment history, academic and professional qualifications; and other personal information provided through your curriculum vitae.

4. Obligation to Provide the Data

We may not be able to process your application and to complete the recruitment process if you do not provide the personal data indicated in the previous paragraph 3.

5. Recipients of the Data

Your personal data may be disclosed to the following categories of parties:

- SECO S.p.A. for the performance of the contract and for related administrative purposes;
- employees and collaborators of SECO Group;
- entities and/or subjects appointed as data processors;
- employees and collaborators who work for the Data Controller;
- natural or legal persons appointed by the Data Controller to perform services related to the management of the recruitment process;
- public security authorities, judicial authorities, parties, bodies or authorities to whom it is mandatory to communicate your personal data by virtue of legal provisions or orders of the authorities.

An updated list of these subjects can be requested by writing to the following address: privacy@secomind.com.

6. Processing Methods

The processing of personal data is carried out through the use of paper and electronic tools, in compliance with the rules of confidentiality and security provided for by current legislation.

7. Transfer of Data to Third Countries

The personal data you provide may be transferred abroad, both within the European Union and to third countries, for the purpose of performing the contract in place with you or the pre-contractual measures adopted at your request, as well as the fulfilment of obligations imposed by applicable laws.

In any case, please note that the transfer of your personal data abroad shall take place in accordance with the provisions of Articles 44 et seq. of the GDPR.

8. Period for Retention of Personal Data

In order to ensure correct and transparent processing, Seco Mind retains your personal data for a period of time not exceeding that necessary for the purposes for which they have been collected or subsequently processed, in accordance with the provisions of Article 5, section 1, letter E of the GDPR. However please note that your data will not be kept more than 1 (one) year after the submission of the application.

9. Data subject rights

At any time, you may exercise the rights recognised pursuant to Articles. 15 et seq. of the GDPR, in the manner and within the limits governed by the above-mentioned legislation:

- right of access (Article 15 of the GDPR);
- right of rectification (Article 16 of the GDPR);
- right to erasure (Article 17 of the GDPR);
- right to restriction of processing (Article 18 of the GDPR);
- right to data portability (Article 20 of the GDPR);
- right to object (Article 21 of the GDPR);
- right not to be subjected to a decision based solely on automated processing, including profiling, which produces legal effects that concern you or which significantly affect you (Article 22 of the GDPR).

You can exercise your rights by writing to the following address privacy@secomind.com.

10. Right to Lodge a Complaint

Should you believe that the processing of your personal data is carried out in breach of the provisions of current legislation, you have the right to lodge a complaint with the Supervisory Authority, as provided by art. 77 of the GDPR, or to make a claim in the appropriate judicial offices, pursuant to art. 79 del GDPR.

11. Links to Other Websites, Platforms and Applications

The site may contain links to other websites, which you can consult by selecting special links made accessible while browsing. Access to and consultation of these sites remain unrelated to the activity, checks and/or security measures adopted by SECO Mind.