

Notice on the processing of personal data for job applicants

From: Wuerth Elektronik Stelvio Kontek S.p.A.
To: all potential job candidates
Date of issue: February 2019
Revision: 02
Subject: Regulation (EU) 2016/679 of the European Parliament and Council of 27 April 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation - GDPR).

This document provides an overview of the processing of personal data and the rights of job candidates, who submit their application and *Curriculum Vitae*, in accordance with the General Data Protection Regulation (GDPR) of the European Union.

1. Identity of the Data Controller

The Data Controller is:

Name: Wuerth Elektronik Stelvio Kontek S.p.A.
Address: via Al Mognago, 49
Town: 23848 Oggiono (Lc) - ITALY

2. Purposes of processing

Personal, identification and curriculum data, as well as, where appropriate, sensitive data, collected from the data subject or by third parties which the Controller relies on for the selection procedures, are processed and used to follow-up on the data subject's request and, more specifically, to verify whether the data subject meets the conditions for recruitment and/or to start working together. The collection will only concern ordinary data; the candidate is therefore not required to provide special categories of personal data, as defined in art. 9 of Reg. 2016/679 or on his or her health status.

This rule applies except in cases where the data in question must be known in order to commence the employment relationship, in particular if the data subject belongs to legally protected categories and for any pre-hiring medical examinations.

3. Methods of processing

Data will be processed using computer, electronic communication and paper based systems for the sole purpose of staff recruitment.

The data, whether in paper or electronic form, are protected by appropriate security measures.

Wuerth Elektronik Stelvio Kontek S.p.A does not use automated decision-making processes nor does it disseminate the data collected to external parties.

4. Purposes and legal basis for processing

Personal data will be processed only for staff recruitment related purposes. The implementation of pre-contractual measures, adopted on the basis of your request [art. 6, paragraph 1, letter b) of the GDPR] provides the legal basis for the processing.

Special categories of data (e.g. personal data revealing racial or ethnic origin, religious, philosophical or other beliefs, trade union membership, health status, disabilities or belonging to legally protected categories) may be included in your *curriculum vitae* or revealed, and therefore acquired, during interviews. The data subject's consent provides the legal basis for processing such data.

5. Entities to which the data may be disclosed or who may gain knowledge of

Your personal data may be made available to our authorised employees and collaborators in charge of the processing for the purposes laid down in point 4 above. Moreover, Wuerth Elektronik Stelvio Kontek S.p.A may need to communicate personal data to entities (recipients) belong to the following categories: staff recruitment companies, labour consultants or other companies in the group.

The list of these entities, regularly updated, may be requested from the contacts specified above. Personal data will not be transferred outside the EU.

6. Retention of personal data

Data are kept for the period necessary for the selection process and, in case of a negative outcome, will be stored by the company for any further staff recruitment needs of the company. The data are, however, erased after a period of 1 year from the date consent is provided or receipt of the job application.

7. Rights of the data subject

You have the right, at any time, to obtain confirmation as to whether or not personal data concerning you exists, to have access to such personal data and to the content and source, verify the accuracy or request that the data be completed, updated or rectified. Moreover, you have the right to request erasure, restriction of processing, withdrawal of consent, data portability, as well as the right to lodge a complaint with a supervisory authority and to object, in any case, on legitimate grounds, to the processing of personal data. The above rights may be exercised via the above contacts.

Furthermore, if the legal requirements have been met, you have the right to object to the processing of your data, as provided for by article 21 of the GDPR, which is based on the legitimate interest pursued by the data processor pursuant to article 6, paragraph 1, letter f) of the GDPR.

If you would like to exercise these rights or wish to withdraw your consent to the processing of personal data, in whole or in part, with effect for the future, please send an email to:

- protezione-dei-dati@stelvio-kontek.com
- or send a letter to the address specified in point 1.

Moreover, pursuant to article 77, paragraph 1 of the GDPR, you also have the right to contact a supervisory authority (in Italy the Data Protection Authority, <https://www.garanteprivacy.it>), in particular in the Member State in which you reside or work or the place where the alleged infringement occurred if you believe that the processing of your personal data infringes the GDPR.

For additional information on the protection of personal data, in particular concerning the right of access, rectification, erasure, restriction of processing, data portability, the right to object and to lodge a complaint, please see the privacy statement at <https://www.stelvio-kontek.com>.

Consent to the processing of personal data

I, (First and Last name): _____

having read and understood the above notice, reviewed by Wuerth Elektronik Stelvio Kontek S.p.A., and with regard to the purposes contained therein:



give consent



refuse consent

to the processing of my personal data belonging to special categories of data for the purposes and according to the methods described above, and I am aware that refusal to give my consent will make it impossible to carry out the subsequent processing and therefore, it will not be possible to carry out a full and comprehensive evaluation of my application.

Date _____

Signature _____

Send by email to: protezione-dei-dati@stelvio-kontek.com)