

MANUALE PRIVACY

Documentazione redatta in ottemperanza a quanto disposto dal GDPR 2016/679 "Regolamento generale sulla protezione dei dati" e dalla normativa nazionale vigente

MICA SRL

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INFORMATION NOTICE ON THE TREATMENT OF PERSONAL DATA PURSUANT TO AND FOR THE EFFECTS OF ART. 13 OF REGULATION (EU) 2016/679 ("GDPR")

With this information notice, MICA SRL provides Candidates (defined as Data Subjects under the GDPR) with information regarding the processing of their personal data.

Who processes the personal data

The Data Controller, namely the entity that determines the purposes and means of the processing of personal data, is MICA SRL, with registered office in Via Della Fornace, 137 - 31023 Castelminio di Resana (TV), contactable at the following addresses: +39.0423.784867, mica@maglificiomica.it.

Purposes and legal basis of the processing

The processing of personal data is carried out for the following purposes and by virtue of the respective legal bases:

- Purpose: Management of recruitment and personnel selection activities, and in particular of curriculum vitae, sent or delivered spontaneously, for the sole purpose of responding to requests received and evaluating the profile for the possible establishment of an employment or professional collaboration relationship.
Legal basis (art. 6 GDPR): Execution of a contract or pre-contractual measures.

Please note that the curriculum vitae must not contain special categories of data (so-called sensitive data) or data relating to criminal convictions and offenses, unless they are necessary for the establishment of the employment relationship in accordance with the legislation in force on job placement. Regarding data relating to the health of disabled workers, in application of Law no. 68 of March 12, 1999, "Rules for the right to work of disabled people", it is specified not to indicate any pathology, but to indicate only the possession of the requirements. Any other special categories of data indicated will not be taken into consideration, nor in any case processed, for the evaluation of the profile.

Nature of data provision

The provision of data is necessary for the fulfillment of legal and contractual obligations; therefore, any refusal to provide them, in whole or in part, may make it impossible to proceed with recruitment and selection activities and eventually to execute the contract or properly carry out all fulfillments related to the employment relationship.

Communication of data
Subject to compliance with current regulations, personal data may be communicated, exclusively for the pursuit of the purposes mentioned in this information notice, to:

- Companies belonging to the same corporate group;
- Professionals and consultants, consulting firms, companies operating in the recruitment sector, public employment agencies, public and private training institutions;
- In particular, entities performing processing operations on behalf of the Data Controller as Data Processors pursuant to art. 28 of the GDPR, such as, by way of example but not limited to: professionals and/or companies appointed to carry out consulting activities in the labor law and technical-IT fields. The complete and updated list of Data Processors can be known, by those entitled, upon simple request at the Data Controller's head office;
- Subjects authorized to access data by the legislation in force and/or to whom data must be communicated in execution of legal obligations.

Personal data may be processed by employees and collaborators assigned to the competent offices of the Data Controller, explicitly authorized for processing based on art. 29 of the GDPR and national legislation in force.

Data transfers abroad

Personal data may be transferred abroad only for the pursuit of the purposes of this information notice, or for strictly technical reasons related to the structure of the corporate Information System and/or the application of technical and organizational security measures deemed appropriate by the Data Controller, and exclusively in compliance with articles 44 et seq. of the GDPR (in the presence of adequacy decisions and/or adequate guarantees, always provided that the data subjects have enforceable rights and effective legal remedies, or provided that it falls, case by case, under one of the specific derogations provided for by the legislation).

Data retention periods

The data will be kept in our archives even after the job interview, for the fulfillment of all eventual procedures related to this activity, and, in any case, for a period of time not exceeding the achievement of the purposes for which they are processed ("storage limitation principle" pursuant to art. 5 GDPR 2016/679).

Specifically, the data will be retained by the Data Controller for a period of 24 to 60 months, depending on the professional profile, provided that the candidate must update and/or reconfirm the application every 3 months, or in any case at the latest within 15 months depending on the professional profile; failing this, or in case of employment, the data will be deleted.

In relation to the specific statute of limitations provided for by the legal system, data necessary for the establishment, exercise, or defense of a right may be subject to longer retention periods.

The verification of the obsolescence of data stored in relation to the purposes for which they were collected is carried out periodically.

Rights of the Data Subject

The Data Subject has the right to obtain, in the cases provided for, access to their personal data and the rectification or deletion

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MICA SRL			Partita IVA/C. Fiscale: 03481770265

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of the same, or the limitation of processing concerning them, or to object to processing (articles 15 et seq. of the GDPR), by contacting the Data Controller at the following email address: mica@maglificiomica.it.

Right to lodge a complaint

A Data Subject who believes that the processing of personal data relating to them occurs in violation of the provisions of the GDPR has the right to lodge a complaint with the Data Protection Authority (Garante), as provided for by art. 77 of the GDPR itself, or to seek judicial remedies (art. 79 of the GDPR).

Castelminio di Resana, 27/07/2026

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