

Information on the Processing of Personal Data

Skem@ S.r.l., with registered office in Brindisi, Via A. Artom 1, Tax Code and VAT no 02070760745, as the Controller of processing of your personal data (hereinafter “Data Controller”), informs you, pursuant to art. 13 of Legislative Decree no. 196 of June 30, 2003 (hereinafter, “Privacy Code”) and art. 13 of EU Regulation no. 2016/679 (hereinafter, “Regulation”) that personal data voluntarily made available to Skem@ S.r.l. (hereinafter, also “the Company”) will be processed in compliance with the current legislation on the protection of personal data and, in any case, with the principles of confidentiality which inspire the Company’s activities.

We invite you, however, not to provide any “sensitive data” (particular categories of personal data) with the exception of those expressly requested in the form available on the website and or those that are considered absolutely indispensable in order to allow the Company to adequately assess your application.

We inform you, in any case, that any sensitive information voluntarily made available to the Company – also by filling in the form available on the website and/or sending your curriculum vitae – will be processed only for the purposes indicated below.

The processing of any sensitive data related to your person will still be subject to your express consent, to be provided through the form at the bottom of this notice.

We also invite you not to provide judicial data related to your person.

1. Processing Purposes

The personal data you have made available to the Company – including any sensitive data – may only be used for the purposes of recruitment and/or selection of personnel.

The provision of your personal data is optional. However, your refusal to respond and/or the provision of inaccurate and/or incomplete information may make it impossible for the Company to consider your application and/or may make it unable to properly assess your professional profile.

2. Processing Methods

The processing of your personal data will be carried out by suitable paper, electronic and/or digital means, with a logic strictly related to the aforementioned purposes and, in any case, in such a way as to guarantee the security and confidentiality of the data.

3. Recipients or Categories of Recipients of Personal Data

Within the Company, those who may become aware of your personal data are the shareholders, company personnel, with particular reference to the employees of the Human Resources Department and, in any case, the external Manager and those authorized to the processing of personal data appointed by the Company within the scope of their responsibilities.

In pursuing the aforementioned purposes, the Company may also use the following categories of subjects, who may also become aware of your personal data: parent companies, subsidiaries and/or investee companies; qualified entities providing the Company with services related to personnel selection and recruitment activities, such as, but not limited to, consultants who may be entrusted with the performance of any selections on behalf of the Company and/or in any case consultants who assist the Company in various capacities with particular reference to e-recruiting service providers; the subjects and companies possibly called to manage and/or participate in the management and/or maintenance of our websites and electronic and/or digital tools; any other person to whom the data must be communicated based on an express legal provision.

The processing and storage of personal data will take place on servers, located within the European Union, of the Data Controller and/or third-party companies duly appointed as Data Processors. Currently the servers are located in Italy.

The Data may be transferred to non-European countries other subjects by virtue of a contractual or commercial relationship or for specific business requirements. Transfers are occasional for the stipulation or execution of a contract of with the Company or other natural or legal person in favor of the data subject and therefore admitted pursuant to article 49.1 c) of the GDPR.

4. Criteria Used for Data Retention

The data concerning you will be kept according to the following criteria:

- For a period not exceeding the time necessary to achieve the purposes for which they are processed.
- For a period not exceeding the time required for the fulfilment of regulatory obligations.

5. Privacy Rights of the Data Subject

We inform you that at any time, in relation to your data, you can exercise the rights provided, within the relevant limits and conditions, set forth in articles 15-22 of GDPR 2016/679.

The Data Subject may at any time exercise the rights referred to in art. 7 of the Privacy Code and art. 15 of the Regulation in the following ways:

- Sending a registered letter with return receipt to: Skem@ S.r.l., c.o. the Head of Human Resources, Via A. Artom 1 – 72100 Brindisi.
- Sending an email to the address: privacy@skemasrl.com

We inform you that the Company undertakes to respond to your requests no later than one month after receipt of the same. This deadline may be extended depending on the complexity or the number of requests. The Company will explain the reason for such extension within one month of your request.

In detail, the data subject has the right to:

- Ask the Data Controller to access, correct or delete (“Right to oblivion”) personal data or limit the processing of personal data concerning the data subject or object to their processing.
- Obtain the portability of the data.
- Submit a complaint to a supervisory authority.

6. Data Controller and Data Processor

The Data Controller is Skem@ S.r.l., with registered office in Brindisi Via A. Artom, 1, Tax Code and Vat No. 02070760745. Any request relating to personal data processed by Skem@ S.r.l. may be sent to the Company’s registered office, or by writing to the email address privacy@skemasrl.com

The updated list of Data Processors is available at the Company and is accessible through a specific request submitted in the manner indicated above.

Consent

Having read the above information, I consent to the processing of my personal data and, expressly, to the processing of any sensitive data, for the purposes of carrying out the recruitment and/or selection of personnel by your Company, including any communication to the subjects mentioned in the above information.

I provide my consent

Data Controller

Skem@ S.r.l.