

Information notice for applicants

Art. 13-14 EU Regulation n. 2016/679 (GDPR)

OSARTIS GmbH is committed to data protection, therefore management and security of personal data are ensured with the utmost care, in accordance with the requirements of the legislation (EU Regulation 679/2016).

This information notice illustrates who we are, for what purposes we may use our customers' data, how we manage them, to whom they may be communicated (e.g. user companies, Tecres Group companies, public bodies, etc.), where they may be transferred and which are the rights of a data subject.

Who will process my data?

Your data will be processed, as Data Controller, by OSARTIS GmbH, with registered office in Auf der Beune 101, 64839 Münster, Germany; datenschutz@osartis.de.

Why do you need my data?

Personal Data will be processed for the following purposes:

- a) collection of applicants' data for personnel research purposes and possible finalization of a contract;
- b) archiving of *curricula* for future recruitment needs;

The data present in the curriculum and collected during the interview will be processed for pre-contractual purposes pursuant to art. 6 c.1 letter b).

How do you collect my data?

The Data is collected through:

- a) the spontaneous sending of curriculum vitae by the candidate to info@osartis.de or through the channels indicated on the website and on the social pages of the Owner;
- b) the consultation of specialised databases, within which the candidate has made his or her CV available for consultation by interested companies;
- c) recruitment agencies and companies specialising in recruitment and selection of personnel
- d) any other way in which candidates' *curricula* are made available to the Company.

The processing is carried out using IT tools and paper material, in compliance with the confidentiality and security of the data.

Personal data contained in the curriculum vitae, in the accompanying e-mail and any information you spontaneously provide in order to better qualify your application (e.g. images, certificates, etc.) will be processed.

Please bear in mind that for the purposes referred to in point 2, no data defined as "special categories of" by art. 9 of the Regulation is required (e.g. belonging to protected categories). Should such data be spontaneously transmitted by the interested party, they will be processed pursuant to art. 9 c.2 letter b). The provision of the data is optional, however, refusal to provide certain data may make it impossible to participate in the aforementioned selection procedures or in an incorrect evaluation of your professional qualities.

Effective: January 2021

How long will you keep my information?

The data will be processed for the time necessary to contact the person and the subsequent interview, i.e. for the filing of CVs for future personnel search needs for a maximum period of 6 months after which your data will be deleted from both the paper and digital archives of the Data Controller.

How will you use my data?

The data collected will be processed by trained and authorized personnel of the Data Controller and will not be subject to disclosure and/or transfer to third countries.

Will you share my information with others?

For the purposes set out in point 1, your data may be communicated to Group companies and to third parties, [including debt collection companies, user companies, professionals, bilateral sector entities pursuant to art. 24, paragraph 2, letter h), national collective bargaining agreements, supply agencies, public bodies, auditing or supervisory bodies], in order to comply with obligations deriving from the law, regulations, EU regulations or for aspects concerning the management and execution of the contractual relationship.

For the purposes set forth in point 2 Data can be shared with the following companies of Demetra Holding S.p.A, which OSARTIS is a part of, with registered office in Via Manfredo Camperio, n. 14 - 20123 - Milan (MI):

- Tecres S.p.A, with registered office in Via Andrea Doria 10 37066 Sommacampagna Verona (VR),
- Fapin S.r.l with registered office in Via Andrea Doria 10 37066 Sommacampagna Verona (VR),
- Elmdown S.r.l, with registered office in Via Manfredo Camperio, n. 14 - 20123 - Milan (MI).

For all the purposes above your data may also be communicated abroad, within and outside the European Union, in compliance with the rights and guarantees provided for by current legislation, after verification that the country guarantees an "adequate" level of data protection.

Your personal data will not be disclosed.

Which are my rights?

The data subject is entitled to the rights, in the cases and within the limits provided for by the Regulation referred to in Articles. from 15 to 20. By way of example, each interested party may:

- a) obtain confirmation whether or not personal data concerning him/her are being processed;
- b) if processing is in progress, obtain access to personal data and information relating to the processing and request a copy of the personal data;
- c) obtain the rectification of inaccurate personal data and the integration of incomplete personal data;
- d) to obtain, if one of the conditions provided for in art. 17 of the GDPR is met, the deletion of personal data concerning him/her;
- e) obtain, in the cases provided for in Article 18 of the GDPR, the limitation of treatment;
- f) receive personal data concerning him/her in a structured, commonly used and machine-readable format and request their transmission to another Data Controller, if technically feasible.

In order to ensure that the above rights are exercised by the interested party and not by unauthorized third parties, the owner may request the same to provide any further information necessary for this purpose.

Any interested party may lodge a complaint with the Data Protection Supervisor if they believe that their rights under GDPR have been violated, in accordance with the procedures indicated on the website of the Supervisor.