

INTRODUCTION

With EU Regulation 679/2016, containing regulations to protect natural persons with respect to the processing of personal data, MECAL Srl with office in Via Torre Beretti 27030 Frascarolo (PV), Italy (hereinafter defined “organisation”) in its capacity as Data Controller, represented by Rosella Meschini, is obliged to provide some information concerning the use of personal data.

SOURCE OF DATA AND TYPE OF DATA PROCESSED



The personal data acquired by the organisation can be collected:

- directly from the data subject
- from publicly accessible sources (e.g. public lists of universities or training institutions, etc)
- from third parties should the organisation acquire data from agencies for research/selection of personnel, schools, institutions, etc

For the data not collected directly from the data subject, this information is provided upon their recording and in any case not after any initial occasion on which they are communicated.

The data processed, where the relationship existing requires it, is: personal data and, if necessary, particular data such as sensitive data.

In particular, during the personnel selection process, the organization may access to data that the law defines as “sensitive”, that is those from which the organization can possibly derive, among other things, racial and ethnic origin, religious convictions, political opinions, the adhesion to parties, unions, associations or organizations of a religious, philosophical, political or trade union nature, as well as the state of health.

In any case, all this data is processed in compliance with the law cited and the confidentiality obligations which have always inspired the activity of the organisation.

PERIOD OF DATA RETENTION



The data is retained solely for the period necessary for the purposes of selection for a specific position and, subject to optional consent, also for future positions of potential interest and anyway within the terms envisaged by national and EU laws, rules, and regulations which the organisation must observe (e.g. accounting and tax regulations, etc.). A periodic annual check is envisaged on the data processed and the possibility of deleting it if no longer necessary for the envisaged purposes.

The curricula vitae in particular will be safely destroyed if they are not considered more current or interesting, after a period of 12 months.

DATA PROVISION AND CONSEQUENCES OF FAILURE TO PROVIDE

MANDATORY/NOT MANDATORY



The provision of data must be considered mandatory with respect to the processing that the organisation must carry out to fulfil the needs of knowledge and evaluation of candidates as part of the research and selection of personnel to cover job positions as well as obligations relating to law, rules and regulations. Failure to provide such data may make it impossible for the organisation to proceed with the existing relationship.

The purposes for which the provision of data is mandatory are marked with the following symbol:



Consent is not mandatory for any other purposes and, even if provided, may be withdrawn at any time by the data subject.

The purposes for which the provision of data is NOT mandatory are marked with the following symbol:



PURPOSES OF DATA PROCESSING



The data is processed as part of the routine activity of the organisation and in accordance with the following purposes. Should the controller intend to process the data further for a purpose other than that for which it was collected, they will provide the data subject in advance with all necessary information and will request consent where required.

Search and selection of personnel to be included within the organization for a specific position, including the purposes of legitimate interest related to such the administrative formalities, the transposition and management of obligations provided for by laws, regulations and national and community legislation, as well as by instructions given by authority empowered to do so by law and by supervisory and control bodies.

Preservation of data of the interested party for the purposes of research and selection of personnel also for future work positions to be included within the organization.

LEGAL BASIS OF DATA PROCESSING



The data is processed for the purposes stated above, as well as on the basis of consent (purposes 2, 3, 4), also for the purposes of complying with a contractual/pre-contractual (purpose 1), legal, or regulatory obligation, as well as orders issued by sanctioned authorities and by supervisory and monitoring bodies. The explicit legal references updated to their latest state of revision which envisage the obligations or duties on the basis of which data processing (also sensitive) may be carried out are available and can be consulted by addressing the Data Controller and in any case are part of the existing legislation of the European Union as well as of the Member State to which the data controller is subject.

DATA PROCESSING METHODS



The processing of personal data takes place through manual, computerised and remote tools, with a logic strictly linked to the purposes themselves and in any case in such a way as to guarantee the security and confidentiality of the data itself. The documentation is archived both electronically and on paper. Some essential information follows.



Personal data collection is limited to the minimum necessary for each specific purpose of processing.



Personal data processing is limited to the purposes for which it was collected.



Personal data storage is limited to the minimum necessary for every specific purpose of processing.



Personal data is not provided to third parties for marketing



Personal data is not sold or hired out.

DISTRIBUTION AREA AND CATEGORIES OF PARTIES TO WHOM THE DATA MAY BE COMMUNICATED



The personal data collected by the organisation may be communicated, within the limits strictly relevant to the purposes indicated above, also to the following parties or categories of parties. For all the purposes indicated above, communication of the data also derives from a legal or contractual obligation or is a necessary requisite for entering into a contract. In the absence of the above communications, the relationship/contract may not be fully implemented.

Parties to whom communication is envisaged by law, by regulation or by the national and EU legislation

Legal, accounting and job consultants for the purpose of studying and resolving any problems related to the possible recruitment

External studies specialized in consultancy aimed at recruiting and selecting personnel as well as managing related administrative obligations.

RIGHTS OF THE DATA SUBJECT



The data subject may exercise their rights towards the Data Controller or Data Processor at any time, in accordance with EU Regulation 679/2016 by contacting Rosella Meschini using the following details: mecal@mecal.com – tel +39- 038484671 – fax +39- 0384849002 – MECAL Srl Via Torre Beretti 27030 Frascarolo (PV), Italy (for written communications). To guarantee the correct exercise of rights, the data subject must make themselves unambiguously identifiable. The organisation undertakes to respond within 30 days and, in the event that observing this time frame is impossible, to justify any extension to the envisaged terms. The response will be free of charge except in the case of invalidity (e.g. there is no data on the data subject making the request) or excessive requests (e.g. temporally repetitive) for which a charge for expenses may be made no greater than the costs effectively borne for the research carried out in the specific case. The rights with reference to the personal data concerning deceased persons may be exercised by those who have a personal interest or act to protect the data subject or for family reasons deserving protection. The data subject may also lodge a complaint with the supervisory authority.

In the case of violation of personal data suffered by the organisation, the controller will proceed to inform the competent advisory authority within 72 hours of the incident and will also advise the data subject of the event, except in cases of exclusion envisaged by the regulations.

THE DATA SUBJECT HAS THE RIGHT TO REQUEST: Access to, rectification of, deletion of personal data, limitation of processing, as well as data portability.

THE DATA SUBJECT HAS THE RIGHT TO OBJECT: To the processing and withdraw consent at any time without prejudice to the lawfulness of the processing based on the consent expressed before withdrawal.

RIGHT TO OBTAIN INDICATION OF

RIGHT TO OBTAIN

- origin of personal data
- categories of data processed
- purposes and methods of processing
- period of retention
- logic applied in the case of processing with the aid of electronic tools
- identifying details of the Data Controller and Processor
- parties and categories of parties to whom the personal data may be communicated or who may become aware of it in their capacity as data processors or data processing staff also in countries outside the European Union
- existence of the profiling process

- confirmation of the existence or otherwise of their personal data and that such data is made available in an intelligible form
- updating, rectification, completion of data and limitation
- deletion (right to be forgotten), anonymisation or blocking of data processed unlawfully (including that for which retention is not necessary in relation to the purposes for which it was collected or subsequently processed)
- confirmation that the operations in the point above have been brought to the attention also of those to whom the data was communicated or distributed, except in the event that this action proves impossible or requires the use of means clearly disproportionate to the right protected by the organisation
- data portability (direct transmission from one controller to another)
- copy of the data processed

RIGHT TO OBJECT

- to processing of the personal data concerning the data subject including profiling for legitimate reasons, even if relevant to the purpose of collection
- to the processing of personal data that concerns the data subject for the purposes of: sending advertising material, direct sales, performance of market research, commercial communications.
- to the processing of data processed for the purposes of scientific or historic research or for statistical purposes except in the case of public interest in processing

COMPANY NAME/ ADDRESS

FORENAME(S) AND
SURNAME

Whereas, as defined in the information that the undersigned expressly declares to have received and read, the execution of the personnel search and selection process with MECAL Srl may involve the necessity of processing data (also sensitive) of the interested person and aware that in the absence of the provision of such data (and in the absence of the related communications) the personnel search and selection process may not be fully implemented, the undersigned freely expresses his/her consent in the manner indicated below.

PURPOSE FOR WHICH CONSENT IS REQUESTED	I CONSENT	I DO NOT CONSENT
 Search and selection of personnel to be included within the organization for a specific position, including the purposes of legitimate interest related to such the administrative formalities, the transposition and management of obligations provided for by laws, regulations and national and community legislation, as well as by instructions given by authority empowered to do so by law and by supervisory and control bodies, that can involve also the processing of sensitive data.	<input type="checkbox"/>	<input type="checkbox"/>
 Preservation of data of the interested party for the purposes of research and selection of personnel also for future work positions to be included within the organization.	<input type="checkbox"/>	<input type="checkbox"/>

In case of underage, consent must be given by the holder of parental responsibility.

SIGNATURE DATE