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Share Capital €12,528,600.00 IV

PRIVACY POLICY FOR CANDIDATES

Ed.02

DPMS

Data Protection Management System

Compliance with EU Regulation 2016/679

Document type: Information

Control: A5.34

REVISIONS

Version	Date	Publication process	Description
*00	01/01/2024	Issued by: CPDA Verified by: CFO Approved by: DDT	First issue in the DPMS system
Functions involved in the issuing process, facing related responsibilities: Paola Zanellati (DPO) – Giordano Berta (External Consultant)			
First issue: 25/05/2018		Classification:L1 - PUBLIC USE	

Attention! The information contained in this document is aimed at individuals who propose their candidacy by spontaneously sending CVs to the company **Marchesini Group SpA** (hereinafter simply "Company" or "**Marchesini**") or through the recruitment companies or services used by **Marchesini**.

0. DOCUMENT TAB

0.1. REVISION TABLE

Ver.	Date	Publication process	Description of the change
*00	01/01/2024	Issued by: CPDA Verified by: CFO Approved by: DDT	First issue in the DPMS system

Attention! This document replaces the previous candidate privacy information released on 25/05/2018

0.2. NORMATIVE REQUIREMENTS

Title	Note
EU Regulation 2016/679	General Data Protection Regulation (GDPR)
Legislative Decree 196/2003	Privacy Code
Legislative Decree 101/2018	Implementation decree of EU Reg. 2016/679

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1. RECIPIENTS OF THE DOCUMENT

This document is aimed at individuals who propose their candidacy by spontaneously sending a CV to the company **Marchesini Group S.p.A.** (hereinafter simply "Company" or "**Marchesini**") or through the recruitment companies or services used by **Marchesini**.

2. PREMISE

In order to make this document more understandable and transparent to the reader, we considered it necessary to use simple and colloquial language. Therefore, the use of a less formal tone should not be interpreted as a lack of respect or courtesy towards the Candidate but simply a way to facilitate communication.

3. AIM OF THE DOCUMENT

In compliance with the indications provided for by Regulation (EU) 2016/679 (hereinafter, "Regulation" or "GDPR") regarding the processing and free movement of personal data, you have the right to know all the information regarding the processing of Your personal data in a clear and transparent way.

This information is provided to you at the time of acquiring the information or, in the case of spontaneous sending of your CV, at the time of the first useful contact following receipt of your CV. All further information acquired after the selection phase and necessary for the activation of the employment contract will be processed for the purposes declared in the document MPAZ.IN.DPMS001 which will only be issued to you upon hiring.

4. DEFINITIONS

The definitions of the terms used in this document are to be understood as per art. 4 of [EU Regulation 2016/679](#).

5. DATA CONTROLLER OF PERSONAL DATA

Marchesini Group S.p.A. (hereinafter simply **Marchesini**) is the Owner of the Processing of your personal data pursuant to the Regulation. Below is the contact information:



Marchesini Group S.p.A.

Legal and operative site: Via Nazionale, 100 - 40065 Pianoro (BO) Italy
VAT no IT 00680201209 – Tax code: 03943970370 - REA code: BO - 327089
PEC: pec@pec.marchesini.com
Telephone+39 051 0479111
e-mail: privacy@marchesini.com

5.1. DATA PROTECTION OFFICER - DPO

Marchesini has appointed the Personal Data Protection Officer. You can contact the Data Protection Officer (DPO) at the following email address: dpo@marchesini.com.

5.1. DATA PROTECTION COORDINATOR

Marchesini also pursuant to art. 2-quaterdecies of Legislative Decree 196/2003 (so-called “Privacy Code”), has appointed a company Data Protection Coordinator with the task of supervising the compliance of processing with the GDPR.

The Data Protection Coordinator is at your disposal for any clarification or information regarding the processing of your personal data and to facilitate you in the possible exercise of the rights recognized by the Regulation.

You can contact the Data Protection Coordinator at the following email address: privacy@marchesini.com.

6. OUR COMPANY POLICY ON THE PROCESSING OF PERSONAL DATA

Marchesini has always been very attentive to the security of the information managed, with particular regard to information that may contain personal data (ex art. 4.1 GDPR) or particular categories of personal data (ex art. 9 GDPR). For this reason the company has decided to adopt a single organizational model, defined as Data Protection Management System (hereinafter “DPMS” or “System”), also based on the guidelines of the ISO 27001 standards. Taking into account the context of our organisation, the supply chain needs and expectations of interested parties, the System establishes Leadership and commitment of the Data Controller, through the definition of organizational roles, internal and external responsibilities and the authority of the subjects involved. Within the DPMS, the actions necessary to achieve them. The resources and skills necessary for the constant and continuous improvement of the System over time are also guaranteed, periodically verifying its field of application and alignment with company objectives.

7. PURPOSE OF THE TREATMENT

The personal data contained in your application (e.g. CV), or collected during the selection process, will be processed exclusively for the following purposes:

ID	Description of the purposes, bases of lawfulness, origin of the data and duration of the processing
F1	<p>Purpose: <i>Manage, analyse, classify, evaluate and select applications and carry out the selection for the possible establishment of an employment and/or collaboration relationship.</i></p> <p>Lawfulness: These treatments will be carried out pursuant to art. 111 BIS of Legislative Decree. 101/2018 and art. 6 par. 1 letter b) of the GDPR as they are pre-contractual measures necessary to activate the employment contract. This is the legal basis used when your personal data is necessary for the execution of the contract to which you are a party or for the execution of all pre-contractual measures adopted at your request. For the treatments taken into consideration in this information, reference is made exclusively to the Employment Contract.</p> <p>Although this is not the legal basis normally used for the processing of your data to which this information refers, we may sometimes request your consent pursuant to art. 6.1 letter a) of the GDPR for some specific purpose. In this case you will be promptly informed in writing and you will have the right to withdraw your consent at any time.</p> <p>Data provenance: The data is provided directly in the CVs, provided voluntarily during interviews, and acquired through third parties.</p> <p>Duration of treatment: The processing will cease at the end of the selection process or within 2 years of receiving your application (e.g. CV). However, the data may be further processed if you have been deemed suitable to cover possible future job positions.</p> <p>Further conservation: If deemed appropriate and lawful, at the end of the duration of the processing, your personal data may be further stored for civil or judicial reasons (see purpose F3).</p>

Purpose: Fulfill legal obligations, regulations deriving from community legislation, or deriving from instructions given by public authorities or supervisory bodies.

Lawfulness: These treatments are carried out by legal obligation pursuant to art. 6 par. 1 letter c) of the GDPR.

F2 Data provenance: The data is provided directly by you in CVs, during interviews, acquired through third parties (e.g. companies or selection services).

Duration of treatment: The processing will cease upon expiry of the legal obligation.

Further conservation: Compatibly with the retention period imposed by law, if deemed necessary and lawful, your data may be further retained for civil or judicial reasons (see purpose F3).

Purpose: Adopt protective actions to protect the interests of the Company or those of third parties such as, for example, exercising defence in court and/or asserting rights.

Lawfulness: These treatments are carried out pursuant to art. 6 par. 1 letter f) of the GDPR on the basis of the Legitimate Interest of the Data Controller.

F3 Data provenance: The data subject to conservation processing are provided or collected for all the purposes declared in this document.

Duration of treatment: Until the protection objectives are achieved.

Further conservation: We will retain your personal data for the limitation period established by the legislation for the protection of related rights, without prejudice in any case to longer retention periods provided for by specific sector regulations. In particular, the data will be collected and/or stored for a period of 10 (ten) years from the achievement of the collection purposes.

Purpose: Anonymization for internal analysis and statistical purposes. In some circumstances, for processing carried out for the purposes F1 and F2 we may make some data anonymous so that they can no longer be associated with you, in such cases it will be possible for us to use said data without further notice to you and keep it for an indefinite period. We will carry out anonymisation only if we are able to guarantee and demonstrate over time the impossibility of being able to associate such data with your person again (e.g. through Reverse Engineering techniques).

F4 For example, the data may be used to develop statistics on the labour market, quality, safety, access to web services, etc. If the use of your anonymized data is required to generate statistics that could fall outside your legitimate expectations, we will provide you with specific information and collect your consent if necessary.

Lawfulness: This anonymization treatment will be carried out pursuant to art. 6 par. 1 letter f) of the GDPR on the basis of the Legitimate Interest of the Data Controller.

Data Source: The data is collected for purposes F1 and F2

Duration and Storage: We will retain and use anonymized data indefinitely.

8. FURTHER TREATMENTS

If, during the selection process, further and specific treatments should become necessary, not indicated in this information, it will be **Marchesini** provide specific information in advance and, if necessary, proceed to acquire the necessary consent. This principle will also be applied if the processing of particular categories of data is necessary and lawful (ex art. 9 of the GDPR) or the processing of personal data relating to criminal convictions and crimes (ex 10 of the GDPR) if this is required by law.

9. PERSONAL DATA SUBJECT TO THE PROCESSING

9.1. PERSONAL DATA

You should know that we could record, store and use the following information relating or referable to you:

- *Personal Identifiers* such as title, name, date of birth, age, gender, residence, personal email, telephone number, as well as, if necessary, tax code, identity card number, driving license number, passport;
- *Curriculum Vitae (CV)* which will include information about Your educational background and details such as qualifications, academic data, schools, training and professional skills;
- Data of a particular nature (e.g. data relating to your health condition) freely inserted by you in your CV or otherwise communicated by you;
- *Further information* necessary for the selection and consistent with what you can reasonably expect by virtue of the professional figure sought.

9.2. SPECIAL CATEGORIES OF DATA

Some personal data processed may belong to special categories of personal data ("data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs or trade union membership or genetic or health-related data" - art. 9 GDPR). As a rule, in any case, these types of personal data are not processed. Gradually with respect to the selection process, we may, in particular, process data relating to disability conditions (possible registration for targeted placement) to evaluate your suitability for work and to guarantee compliance with the provisions of the Law of 12 March 1999, n. 68.

The processing of such data will take place in compliance with the provisions contained in the Authorization for the processing of sensitive data in the employment relationship (n. 1/2016) updated to the Provision of the Guarantor Authority of 13 December 2018 ("Provision which identifies the provisions contained in the General authorizations that are compatible with the Regulation and with Legislative Decree no. 101/2018 for adaptation of the Code" – Web Doc. no. 9068972).

9.3. INFORMATION RELATING TO CRIMINAL CONVICTIONS

We will only collect information relating to criminal convictions where this is appropriate given the nature of the role and provided that such an investigation is permitted by Law.

10. PRINCIPLES APPLICABLE TO DATA PROCESSING

From the information gathering phase, every treatment performed by us will respect the principle of relevance and not excess by virtue of the purposes pursued by it. We inform you that access to your personal data by the parties appointed by us is permitted only if knowledge is deemed strictly indispensable for the pursuit of the purposes illustrated in this document.

11. MANDATORY OR OPTIONAL NATURE OF THE PROVISION OF DATA

For the purposes stated in this information, the provision of personal data is a necessary requirement and your refusal to provide the requested information could prevent, totally or partially, the carrying out of the activities aimed at concluding the selection process, or the fulfilment of legal obligations, of regulations deriving from community legislation, or deriving from instructions given by public authorities or supervisory bodies. For illustrative purpose, **Marchesini** may be unable to choose you as a candidate to fill the requested role

12. FURTHER STORAGE INFORMATION

The CVs and data collected during the selection process will be deleted/destroyed or anonymized within 90 days of the expiry of the retention terms declared in the paragraph.

13. PROCESSING METHODS

We inform you that, with logic strictly related to the collection purposes, in **Marchesini** we adopt and observe strict procedures and security measures to conserve, use and allow viewing of your personal data using paper, IT and telematic tools, in order to always guarantee their protection from unauthorized or illicit processing and from loss, destruction or from accidental damage.

In particular, your data is:

- collected exclusively for the declared purposes and subsequently processed in compliance with the same;
- adequate, relevant and limited with respect to the purposes declared above ("data minimization");
- accurate and, if necessary, updated, cancelled and/or rectified, also based on your indications;
- used and stored for a period of time not exceeding the achievement of the purposes for which they are collected.

13.1 AUTOMATED DECISIONS



In order to select applications, **Marchesini** does not implement automated decisions based on your personal data.

13.2 SAFETY



With reference to the processing of their personal data, **Marchesini** has taken steps to survey the risks to the rights and freedoms of the candidates, also taking into serious consideration the risks looming over the IT systems used. The risks were subsequently treated by analysing the sources of risk and mitigating the threats capable of materializing them.

14. SCOPE OF COMMUNICATION AND DISSEMINATION OF DATA

For the pursuit of the purposes declared in this document and within the limits of what is strictly necessary, **Marchesini** makes use of the activities of external parties with whom specific agreements have been stipulated on the processing of personal data to regulate the Ownership/Responsibility relationships pursuant to the Regulation (e.g. external parties who carry out technical, commercial, legal, administrative consultancy activities, companies that provide IT services in the Cloud, data processing, shipping and transport services, banks, bodies, public administrations, authorities, supervisory bodies, etc.).

Internally, the subjects involved in the processing of your personal data are bound to confidentiality.

Without prejudice to any legal obligations, your personal data will not be disclosed in any way.

15. TRANSFER OF DATA ABROAD

Normally, to carry out the application selection process, **Marchesini** does not transfer candidates' personal data outside the European Economic Area (EEA). However, if your personal data were to be transferred to countries located outside the European Economic Area (EEA), in the absence of adequacy decisions from the European Union Commission, **Marchesini** will ensure appropriate safeguards are in place to protect the personal data of its candidates in these countries. Some of the safeguards that could be adopted, where appropriate, include the use of standard contractual clauses approved by the European Commission, pseudonymisation and, if possible, encryption of the data itself.

By way of example but not limited to, we inform you that the transfer abroad of your personal data is often linked to the use of cloud technologies, digital communication systems, security software and protection of IT services. In these cases, our Company undertakes to use services chosen from operators that guarantee greater standards of security and attention to the protection of personal data.

In this regard, we inform you that **Marchesini** uses some ICT services provided by US companies such as, for example, Microsoft, Google and Apple which operate as our Data Processors pursuant to Article 28 of the GDPR.

For this reason, we sign service contracts and "Data Processing Agreements" (DPA) with these companies which also include the "Standard Contractual Clauses" (SCCs) established by the European Commission pursuant to art. 46, par. 1, GDPR.

However, while selecting, where possible, the provision of these services through Data Centres located within the EEA, the Data Controller may have to allow access to our data to the American authorities as a result of the so-called "Cloud ACT".

16. RIGHTS OF THE INTERESTED PARTY

As an interested party, you can exercise at any time the rights recognized to you by articles 15 to 22 of the Regulation.

In particular, in the manner and within the limits of the law, you have the right to ask our company for access to your personal data, rectification, cancellation or limitation of the processing of personal data concerning you and to oppose their processing. To exercise your rights you can use the contact channels provided in this document.



You can obtain more information on the rights applicable to the processing declared in this information in the [ANNEX A](#)

17. COMPLAINT TO THE SUPERVISORY AUTHORITY (ART. 77 GDPR)

Without prejudice to the possibility of contacting **Marchesini** obtain any information or to exercise your rights, we inform you that you can lodge a complaint before the competent independent administrative authority in the Member State of the European Union where you habitually reside, where you work, or where you believe an alleged violation has occurred of the law on the protection of your personal data. In Italy you can lodge a complaint with the Guarantor for the Protection of Personal Data (GPDP). For information on how to present your complaint to the authority you can use the following contact details:

Contact center: +39 06.696771
Email address: garante@gpdp.it
PEC address: protocol@pec.gpdp.it
Website: <https://www.garanteprivacy.it>

18. INFORMATION UPDATE

This information, **MPAZ.IN.DPMS002 “PRIVACY POLICY FOR CANDIDATES” Version 00** effective from **01/01/2024**, replaces the previous one released on 05/25/2018. The document is periodically revised based on regulatory and/or company changes.

In the event of a change in its fundamental parts (such as the purposes, methods, to whom we communicate the data, where we transfer them, etc.) it will be our company's responsibility to inform you of the change.



You can find the updated version of this information on the institutional website of **Marchesini Group S.p.A.** at the following link: <https://marchesini.com/privacy>

ANNEX A

GUIDE TO THE EXERCISE OF RIGHTS APPLICABLE TO THE TREATMENTS DECLARED IN THE CANDIDATES

INFORMATION MPAZ.IN.DPMS002 VER. 00 OF THE 01/01/2024

RIGHT OF ACCESS (art. 15 GDPR)

As an interested party, you have the right to obtain confirmation as to whether or not we are processing personal data concerning you and, if so, to obtain access to the following information:

1. the purposes of the processing;
2. the categories of personal data in question;
3. the recipients or categories of recipients to whom the personal data have been or will be communicated, in particular if recipients are from third countries or international organisations;
4. when possible, the expected retention period of personal data or, if this is not possible, the criteria used to determine this period;
5. the existence of the right of the interested party to ask the data controller to rectify or delete personal data or to limit the processing of personal data concerning him or to oppose their processing;
6. the right to lodge a complaint with a supervisory authority;
7. if the data were not provided directly by you, all available information on their origin;
8. the existence of an automated decision-making process, including profiling and, at least in such cases, significant information on the logic used, as well as the consequences of such processing towards you.
9. If your personal data is transferred to a third country or to an international organisation, you have the right to be informed of the existence of adequate guarantees pursuant to art. 45-50 of the GDPR.



Your right to obtain a copy of the data will only be permitted if it is possible to do so without infringing the rights and freedoms of others. If you decide to exercise this right, we will provide you with a copy of the personal data being processed. If you request additional copies, we may ask you for a fee based on the administrative costs incurred by us.

Conditions of applicability

This right is guaranteed for all processing carried out by us regardless of their lawfulness basis. In particular:

	F1	F2	F3	F4
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Conditions of non-applicability

- The right is not applicable to data already anonymized for F4 purposes

RIGHT OF CORRECTION (art. 16 GDPR)

You have the right to obtain from us the modification and updating of your personal data without unjustified delay. Taking into account the purposes of the processing, you have the right to obtain the integration of your incomplete personal data, including by providing us with a supplementary declaration.

Conditions of applicability

This right is guaranteed for all processing carried out by us regardless of their lawfulness basis. In particular, it is applicable to the following treatments:

	F1	F2	F3	F4
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Conditions of non-applicability

- The right is not applicable to data already anonymized for F4 purposes

RIGHT TO CANCELLATION «RIGHT TO BE FORGOTTEN» (art. 17 GDPR)

You have the right to obtain the deletion of personal data concerning you without unjustified delay.

Conditions of applicability

We guarantee you this right for the following treatments, when one of the following reasons exists:

1. when the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed:



Specific conditions of non-applicability

- The right is not applicable to data already anonymized for F4 purposes

- if you have revoked the consent on which the processing is based and there is no other legal basis to continue it in the absence of your authorization. The right is not applicable to any of the treatments declared in this information.



Specific conditions of non-applicability

- The right is not applicable as no processing declared in the information is based on the consent of the interested party

- if you object to the processing and there is no overriding legitimate reason on our part to proceed with the processing anyway:



Specific conditions of non-applicability

- The right is not applicable to processing carried out for purposes F1 and F2 as they are not based on legitimate interest and to data already anonymized for purposes F4

- if personal data are processed unlawfully:



- if the personal data must be erased to comply with a legal obligation to which we are subject as Data Controller:



Specific conditions of non-applicability

- The right is not applicable to data already anonymized for F4 purposes

- where the personal data have been collected in relation to the offer of information society services:



Specific conditions of non-applicability

- The right is not applicable to any of the treatments declared in this information.

RIGHTS LIMITATION OF THE TREATMENT (art. 18 GDPR)

This right is guaranteed for all processing carried out by us regardless of the lawfulness basis used.



The personal data subject to limitation are processed, except for storage, only with your consent or for the establishment, exercise or defence of a right in court or to protect the rights of another natural person or legal. Furthermore, we inform you that if you have obtained the limitation of processing you will be informed by the data controller before said limitation is revoked.

Conditions of applicability

You have the right to obtain the limitation of processing when one of the following hypotheses occurs:

1. You have contested the accuracy of your personal data; the limitation will be applied for the period necessary to allow us to verify the accuracy of such data:



Specific conditions of non-applicability

- The right is not applicable to data already anonymized for F4 purposes

2. the processing is unlawful and you oppose the deletion of your personal data, asking instead that its use be limited:



Specific conditions of non-applicability

- The right is not applicable to data already anonymized for F4 purposes

3. although we no longer need them for the purposes of the processing, the personal data are necessary for you to establish, exercise or defend a right in court:



Specific conditions of non-applicability

- The right is not applicable to data already anonymized for F4 purposes

4. You objected to the treatment; the limitation will be applied pending verification of the possible prevalence of our legitimate reasons for continuing the same:

	F1	F2	F3	F4
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Specific conditions of non-applicability

- The right is not applicable to data already anonymized for F4 purposes and to processing carried out for F1 and F2 purposes as they are not based on legitimate interest.

RIGHT TO NOTIFICATION (art. 19 GDPR)

You have the right to obtain direct communication from us to each of the recipients to whom your personal data has been transmitted, regarding your requests for rectification or deletion or limitation of processing, unless this proves impossible or involves a disproportionate effort. . Furthermore, if you deem it appropriate, you have the right to obtain the list of recipients of your data.

Conditions of applicability

This right is guaranteed for all processing carried out by us regardless of the lawfulness basis used:

	F1	F2	F3	F4
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Specific conditions of non-applicability

- The right is not applicable to data anonymized for F4 purposes

RIGHT TO PORTABILITYTOSOME DATA (art. 20 GDPR)

You have the right to receive the personal data concerning you provided to us in a structured, commonly used and machine-readable format and you have the right to obtain from us the direct transmission of such data to another data controller if technically feasible .

Conditions of applicability

This right is guaranteed only for processing which has consent or contract as its legal basis and is carried out by automated means:

	F1	F2	F3	F4
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Specific conditions of non-applicability

- The right is not applicable to the processing carried out by us

RIGHT TO OBJECT (art. 21 GDPR)

You have the right to object at any time to the processing of your personal data based on our legitimate interest, including profiling.



We will refrain from further processing your personal data only if we are unable to demonstrate the existence of legitimate reasons that override your interests, rights and freedoms. The processing will continue even if the data are necessary for the establishment, exercise or defence of our rights or those of third parties in litigation.

Conditions of applicability:

The legal basis of the processing must be legitimate interest. The right is applicable to the following treatments:



Specific conditions of non-applicability

- The right is not applicable to processing carried out for purposes F1 and F2 as it is not based on legitimate interest and to processing carried out for purposes F3 as it is necessary for the assessment and defence in litigation.

SPECIFIC RIGHTS IN THE CASE OF AUTOMATED DECISION MAKING (art. 21 GDPR)

You have the right not to be subjected to a decision based solely on automated processing (including profiling) which produces legal effects concerning you or which affects you in a significantly similar way. Furthermore, you have the right to obtain human intervention on the part of the Owner, to express your opinion and to contest the automated decision.

In any case, decisions must not be based on the special categories of personal data referred to in Article 9, paragraph 1 of the GDPR, unless Article 9, paragraph 2, letters a) or g) of the GDPR applies. GDPR, and there are no adequate measures in place to protect your rights and freedoms.

Conditions of applicability

The right does not apply if the decision:

- is necessary for the conclusion or performance of a contract between us;
- is based on your explicit consent;
- the decision is authorized by Union or Member State law.



Specific conditions of non-applicability

- The right is not applicable to any of the treatments declared in this information as none of them subjects the interested party to a decision based solely on automated processing.

RIGHT TO COMPENSATION OF DAMAGES (art. 82 GDPR)

We inform you that anyone who suffers material or immaterial damage caused by a violation of Regulation 2016/679 has the right to obtain compensation for such damage.

FORMS FOR THE EXERCISE OF RIGHTS

To exercise your rights towards our Company, we recommend using the following form made available by the Guarantor Authority:

<https://www.garanteprivacy.it/web/guest/home/docweb/-/docweb-display/docweb/1089924>

We remind you that your identification is always required on our part.