

**PRIVACY POLICY
PURSUANT TO ARTICLE 13 OF REGULATION (EU) 2016/679**

Dear Sir/Madame,

pursuant to article 13 of EU Regulation 2016/679 (so-called GDPR) we inform you of the methods with which we will process the personal data communicated to us by you.

Who will process your personal data?

Your personal data will be processed by Falc Instruments S.r.l. (hereinafter referred to as "Falc"), with registered office in 24047 Treviglio (BG), Via Monzio Compagnoni 2, which will act as "Data Controller"; you can contact the Data Controller at the address e-mail: falc@falcinstruments.it

The processing may take place, in the name and on behalf of "Falc", also by other parties appointed for this purpose "Data processors", belonging to the following categories: accountants, employment consultants, IT service providers.

The Data Controller does not carry out large-scale processing, therefore the conditions for the obligation to appoint a DPO do not exist.

How and why will your data be processed?

Your data - with reference to each specific purpose - will be processed as follows

	PURPOSE	LEGAL BASE	PERIOD OF STORAGE
H1	Evaluation of job applications	Execution of a contract Art. 111- bis Legislative Decree 196/2003	1 year from receipt of the CV
WE7	Maintenance, operation and security of computer systems	Legitimate interest Legal obligation of the data controller	Until the end of the intervention

Furthermore, please take in due consideration the following information:

DATA PROVISION	The provision of your data is mandatory and necessary to fulfill contractual or legal provisions and for the correct carrying out of company activity. Consequently, failure to provide it would not make it possible to fulfill these requirements and correctly carry out company activities.
CATEGORIES OF RECIPIENTS	There are no other recipients other than the managers indicated above
AUTOMATED DECISION - MAKING PROCESS	There are no automated decision-making processes.
TRANSFERS EXTRA EU OR TO INTERNATIONAL ORGANIZATIONS	Transfers outside the EU or to international organizations are not foreseen.
LEGITIMATE INTEREST OF DATA CONTROLLER	The legitimate interest of the owner indicated for the purpose referred to in the number WE7 is the correct and safe carrying out of company activity.

Which are your rights?

You can exercise the following rights by sending a specific request to the Data Controller at the following email address: falc@falcinstruments.it

RIGHT	DESCRIPTION
ACCESS (see Article 15 GDPR)	Right to have confirmation of the existence or otherwise of the processing and to access the data and information relating to: purposes of the processing, categories of data processed, possible recipients, possible transfers and appropriate safeguards, storage period, rights of the data subject, possible existence of an automated decision-making process. The controller provides a copy of the personal data. If the request is made by electronic means, and unless otherwise specified, the information is provided in a commonly used electronic format.
RECTIFICATION (see Article 16 GDPR)	The data subject has the right to obtain the rectification of wrong personal data and the integration of incomplete personal data.
DELETE (see Article 17 GDPR)	The data subject shall have the right to obtain from the Data Controller the erasure of his personal data in the following cases: the personal data are no longer necessary in relation to the purpose for which they were collected or otherwise processed, withdrawal of consent (and there is no other legal bases for the processing), he opposes the processing for the reasons related to his particular situation (and there are no overriding legitimate grounds for the processing), he opposes the processing for direct marketing purposes, the personal data have been unlawfully processed, the personal data have to be erased for compliance with legal obligation, the data have been collected in relation to the offer of information society services. The right shall not apply if the processing is necessary for exercising the right of freedom of expression and information, for compliance with legal obligation, for the performance of a task carried out in the public interest or in the exercise of official authority, for reasons of public interest in the area of public health, for archiving purpose in the public interest, scientific and historical research purpose or statistical purpose, for the establishment, exercise or defence of legal claim.
RESTRICTION OF PROCESSING (see Article 18 GDPR)	The data subject shall have the right to obtain from the Data Controller the restriction of processing if: the accuracy of the personal data is contested by the the data subject (for a period enabling the Controller to verify the accuracy), the processing is unlawful (but the data subject opposes the erasure of the personal data and requests the restriction of their use rather than erasure), the personal data are required by the data subject for the establishment, exercise or defence of legal claim e, although the Data Controller no longer needs it, he exercised the right to object (while the Data Controller verifies the existence of legitimate and prevailing reasons).
OBJECTION (see Article 20 GDPR)	The data subject shall have the right of object to processing of personal data if (i) it is based on public interest or legitimate interest and (ii) if personal data are processed for direct marketing purpose, including profiling.
DATA PORTABILITY (see Article 21 GDPR)	Right to receive data in a structured format (only for automated processing).
WITHDRAWAL (see Article 13, d.2, d)	Right to revoke consent at any time, where provided for as a legal basis, without prejudice to the lawfulness of the processing based on it before the revocation.
COMPLAINT (see Article 13, d.2, d)	Right to lodge a complaint with the Guarantor Authority for any alleged violation of the GDPR.

Sincerely, Falc Instruments S.r.l.

