



## Personal data notice under article 13 of the legislative decree number 196 of 2003

### 1. General provisions

Privacy notice regarding the use of personal data pursuant to article 13 of the decree D. Lgs. 196/03 ("**Privacy code**") by Emsia SA, whose registered office is at Via Pedemonte 12, 6962 Lugano Viganello (Switzerland), as Person entitled to use the personal details ("**Emsia**"); this information is adequate pursuant to and for the purposes of art. 13 of EU Regulation 2016/679 of the European Parliament and of the Council, of 27 April 2016, concerning the protection of natural persons with regard to the processing of personal data, as well as the free circulation of such data (hereinafter "Regulation").

With the publication of this document Emsia SA intends to provide the necessary information regarding the purposes and methods of processing personal data, voluntarily released at the time of request for subscription to the newsletter and / or spontaneous application by sending a curriculum vitae, both through the site [www.emsia.com](http://www.emsia.com).

Such data notice shows the manner of use by Emsia of personal data provided by users in the sections "work with us" and "newsletter" on its website [www.emsia.com](http://www.emsia.com) (the "**Website**").

By "Use of personal data" is meant "any action or group of actions carried out including without the assistance of electronic equipment, concerning the gathering, the recording, the organisation, the storage, the consultation, the processing, the modification, the selection and extraction, the collation, the use, the interconnections, the blocking, the communication, the divulging, the cancellation and the destruction of data, even if not recorded in a data base".

The use of the personal data by Emsia shall be characterised by proper standards of propriety, lawfulness, transparency and the protection of confidentiality and rights of the users of the Website.

### 2. The entitled person and the person responsible for the use of the data

The data controller is Emsia SA with registered office in Via Pedemonte 12, 6962 Lugano Viganello (Switzerland); the person in charge of data processing is Alessandro Perez, Director of Emsia SA. The data shall be stored on Register.it Spa servers whose registered office is at Via Della Giovine Italia 17 – 50122 Florence (Italy).

### 3. Type of data used and the manner and purpose of use

Emsia collects the personal data provided expressly and voluntarily by the users (hereinafter referred to as "**Candidates**") at the time of the submitting their application through the Website.

The use, which will be carried out with manual instruments, primarily automated information and computer technology, is for the following purposes:

- a. to contact the Candidates that are interested in establishing as working or employment contract with Emsia;
- b. with their express consent, to establish contact between the Candidates and third parties interested in selecting and recruiting personnel with the aim of establishing

- a work or employment contract through the CVs sent by way of the “work with us” section of the Website;
- c. to send, with the express consent of the Candidates, commercial correspondence from Emsia on the world of employment or job ads in line with the user's needs;
  - d. to send, with the express consent of the Candidates, commercial correspondence from Emsia in as information or advertising;
  - e. to check on customer satisfaction as regards the Candidates or carry out market research, after the express consent of the users;
  - f. to carry out aggregated statistical procedures on the Candidates, traffic models, analysis of the consumer habits and choices of the users and other information relating to the Website, after express consent has been received from the Candidates

The Candidates may choose to fill in non-compulsory fields or to upload documents in electronic format that will be used by Emsia for the purposes indicated above.

As well as for the purposes described above the Candidate's data may also be used for the fulfilling of obligations under the law, regulations or EC regulations and to deal with any complaints or disputes.

The data may be used by those appointed by Emsia to select personnel and may be notified to these for the same ends as those of the collection of the data.

Without prejudice to the personal autonomy of the person concerned, the consent to the use of data is mandatory for the purposes indicated in point **a.** and any refusal, even of a partial nature, to provide such data may result in it being impossible for Emsia to evaluate the employment aptitudes of the Candidates and of the recruitment activity and the aforesaid selection and/or to effectively respond to requests sent to it.

The provision of personal data is on the other hand discretionary as regards all the purposes indicated in **b., c., d., e.** and **f.**, with the consequences that any refusal to provide the personal data will lead in that case to the impossibility to inform the Candidates about: (i) news on the world of employment, (ii) the interest by third parties other than Emsia in the Candidate's profile, (iii) additional services that could help Candidates in their search for work.

Candidates are requested where they indicate in their curriculum vitae personal data of third parties (e.g. current or former addresses of employers) to inform these latter of the communication of their person data to Emsia.

The data will be stored for the period strictly necessary in pursuance of the above indicated purposes and in any case for period that shall not exceed:

- 12 months for the purposes indicated below the letters a. and b.;
- 24 months for the purposes indicated below the letters c. and d.;
- 12 months for the purposes indicated below the letters e. and f.

Emsia SA states that this Website only uses the cookies needed for the proper working of some areas of the site itself. Such cookies include persistent and single session cookies without which the website or some parts of it would not function properly.



#### **4. Right to access personal data and other rights**

Under article 7 of the Privacy Code, the Candidates have the right to at any time obtain official confirmation of the existence or otherwise of personal data regarding them and to have knowledge of the content and origin, to check their accuracy, to ask for the data to be added to, updated, corrected, deleted, changed into anonymous form, to block data used in infringement of the law, as well as of the right to challenge the use of data on the grounds of the lawfulness of this. The personal data supplied by the Candidates through the Website may be eliminated at any time.

If the Candidates wish to change the personal data in the possession of Emsia, they must send an email to the email address [emsia@emsia.com](mailto:emsia@emsia.com), or a letter to Emsia SA, via Pedemonte 12, 6962 Lugano Viganello (Switzerland).

