



TP REFLEX GROUP S.p.A.

Headquarters Via Cesare Battisti, 91 | 21040 Venegono Superiore (VA) | Italy

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Economic and Administrative Database REA 101503 VARESE

Tax No./VAT Registration No. 00196620124

TP REFLEX GROUP S.p.A. will process, as controller, the personal data provided by transmitting / making available your curriculum vitae to perform the activities relating to the assessment of candidates and the ensuing activities of personnel selection. The controller may, where there are reasonable grounds concerning the type of the searched profile and only in compliance with the regulations in force, collect your further personal data from public sources, lists and social media profiles as well as business social media profiles. Personal data will be processed by the personnel authorized by the controller and, also in consideration of the specific character of the selection procedure in progress, they may be transferred to the specialized consulting companies appointed by the Processors. The non-disclosure of personal data required by the forms or during the interviews will not allow the controller to carry out the assessments set forth by the internal selection procedures in force, and, as a result, it will result in failure to take the submitted candidacy into consideration. The provided data will be retained by the controllers for a period of around a year; afterwards they will be canceled. The controller reserves the option to retain for a longer period the personal data gathered from the candidates that will become relevant for the purposes of the selection.

The regulation in force grants you numerous rights that we would like to consider carefully. They include, among others, the rights to:

1. access the following information:
 - a. purposes of the processing,
 - b. categories of the personal data in question,
 - c. recipients or categories of recipients whom such personal data have been or will be transferred, in particular to recipients in third countries or in international organizations;
2. rectification that is:
 - a. the correction of your personal data without unnecessary delay;
 - b. have incomplete personal data completed, including by means of providing a supplementary statement;
3. erasure your data without unnecessary delay, if:
 - a. the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed,
 - b. there is no judicial grounds for the processing,
 - c. the personal data are unlawfully processed,
 - d. the personal data have to be erased for compliance with a legal obligation;
4. restrict the processing:
 - a. where you contest the accuracy of personal data,
 - b. when the processing is unlawful and you oppose the erasure of personal data,
 - c. when the data subject's requires personal data for the establishment, exercise or defense of legal claims,
 - d. where you oppose to the processing on the basis of the right of objection;
5. receive notification in case of rectification or erasure of personal data or restriction of processing;



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6. data portability, that is the right to receive in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller without hindrance from the controller, where:
 - a. the processing is based on the consent expressed by the data subject for one or more specific purposes or takes place on grounds of a contract signed with the data subject and
 - b. the processing is carried out by automated means;
7. object, on grounds relating to their particular situation, at any time to the processing of personal data.

Moreover, you have a right to lodge a complaint with a supervisory authority if you consider that your rights are infringed.

We kindly ask you not to provide particularly data categories in your curriculum vitae such as data revealing your health status, racial or ethnic origin, religious beliefs, political opinions and sex life. Please, only indicate if you belong to sheltered groups, as you will be able to provide detailed information in due time.