

INFORMATION ON THE PROCESSING OF PERSONAL DATA RELATED TO THE COMPLETION OF THE "Work with Us" – "Contacts" – "Newsletter" FORMS

This notice supplements the website navigation policy, aiming to explain how the Data Controller will specifically process the data entered in this form. Please refer to the navigation policy <https://www.sime-tek.com/en/privacy-policy/>.

Identity and contact details of the Data Controller

SIME-TEK S.p.a., hereinafter also referred to as "Sime-Tek" or "Controller," with its registered office at Via delle Fornaci 50 – 33084 Cordenons (PN), can be contacted via email at info@sime-tek.com, PEC at sime-tek@pec.it, or by phone at +39 0434 921972.

Sime-Tek processes common personal data (e.g., personal details, contact information, data related to work activity, education and culture, and image data), and special categories of data (e.g., health-related data). This information may be collected directly from the data subject and/or from third parties (e.g., recruitment agencies, employment agencies).

Purposes and legal bases

- A. Application Management:** personal data is processed for all purposes related to the assessment of relevant profiles.
- B. Management of Information Requests:** personal data is processed for all purposes related to handling requests for information and/or quotations.
- C. Newsletter:** contact data is used for sending advertising material or direct sales communications.
- D. Defensive Purposes:** the Controller may need to process personal data for the management of disputes, whether out-of-court or judicial.

Purpose	Legal basis (common data)	Legal basis (special data)
A.	Execution of pre-contractual measures	Fulfillment of obligations under labor law
B.	Execution of pre-contractual measures; Legitimate interest of the Controller to respond to requests	/
C.	Consent	/
D.	Legitimate interest of the Controller to ascertain, exercise, or defend a right	Ascertain, exercise, or defend a right

Retention period

Purpose	Retention period
A.	24 months from collection
B.	Time necessary to process requests and subsequent communications
C.	Until consent is withdrawn by the data subject
D.	10 years from the final resolution of the dispute

Nature of provision and consequences of refusal

Purpose	Nature	Consequences
A.	Necessary	Inability for the data subject to submit their application and for the Controller to manage the selection process
B.	Necessary	Inability to receive the requested information
C.	Optional	Inability to receive the Controller's newsletters
D.	Necessary	Inability to manage the dispute

Scope of communication

Data is processed by authorized internal personnel for specific tasks and communicated externally according to the following rules:

Purpose	Categories of external recipients
A.	Occupational physician, labor consultant, recruitment agencies, employment agencies
B.	Agents, commercial consultants

Purpose	Categories of external recipients
C.	Marketing consulting companies, companies offering hosting/technology platform management services
D.	Legal firms; credit recovery or transfer companies; Judicial Authority

Since data is also processed with IT tools, it may also be visible to those providing assistance/maintenance on such systems.

Data transfer to a third country or international organization

The Data Controller may need to transfer data in the context of relationships with business partners established outside the European Economic Area, as well as due to the use of IT services (cloud, backup, etc.): in all these cases, transfers will be made in accordance with the specific provisions of personal data protection regulations, using standard contractual clauses where otherwise not possible.

Rights of Data Subjects

The individual to whom the personal data refers has the following rights:

Access: You can know if your personal data is being processed and, if so, obtain access to it and request a copy.

Rectification: You can request the update of your personal data, its correction (if inaccurate), and the integration of incomplete data.

Deletion: You can obtain the deletion of your personal data under certain conditions (for more information, contact the Controller).

Restriction: You can request that data be marked to limit future processing under certain conditions (for more information, contact the Controller).

Objection: You can object to the processing of personal data for reasons related to your particular situation, where the processing is based on legitimate interest or is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Controller; you can also object to the processing of personal data for direct marketing purposes.

Portability: You can receive your personal data in a structured format and request its transmission to another data controller if the processing is based on consent or contract and is carried out by automated means.

Withdrawal of consent: You can withdraw consent for purposes that required it, without affecting the lawfulness of processing based on consent before its withdrawal.

The rights that can be concretely exercised concerning the processing activities carried out are:

Purpose	Exercisable right						
	Access	Rectification	Deletion	Restriction	Objection	Portability	Withdrawal of consent
A.	X	X	X	X			
B.	X	X	X	X	X		
C.	X	X	X	X	X	X	X
D.	X	X	X	X	X		

To exercise the above rights, you can use the form available at the link <https://www.garanteprivacy.it/web/guest/home/docweb/-/docweb-display/docweb/1089924> and send it to the following address: info@sime-tek.com. The Data Subject can request more details regarding the above information (e.g., balancing test of legitimate interest or the list of data processors) at the same address.

You can lodge a complaint with a supervisory authority: for Italy, the Data Protection Authority (www.garanteprivacy.it).