

PRIVACY MANUAL

Documentation was drawn up in compliance with
GDPR 2016/679 "General Data Protection Regulation".
and national legislation in force

L&S ITALIA SPA Soc. Unip.

Viale L. Zanussi, 8
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Tel. +39 0434 616611 - Fax +39 0434 616656
eM.: info@ls-light.com

Egr. Mr/Mrs. Ms

SUBJECT: Information is under and following Articles 13 and 14 of the GDPR EU 2016/679 and current national legislation on the protection of personal data processing.

Hereby L&S ITALIA SPA Soc. Unip. provides the Data Subject with the information under Articles 13 and 14 of GDPR 2016/679 regarding processing personal data concerning him/her.

Data Controller.

The Data Controller is L&S ITALIA SPA Soc. Unip., with registered office in Viale L. Zanussi, 8 - 33070 Maron di Brugnera (PN).

Data Protection Officer (DPO or RPD).

The Data Controller has designated a Data Protection Officer (DPO/RPD), who the Data Subject can contact for all matters relating to processing personal data and exercising rights under GDPR 2016/679. The contact details of the DPO/RPD are as follows: rpd@legalmail.it.

Purpose and legal basis of processing.

Personal data are collected and processed to conduct the following:

1. The management of E-recruitment, and in particular of the CVs sent via the contact on the site for the sole purpose of responding to requests sent to us and to assess the profile for the possible establishment of a working relationship or professional collaboration (processing necessary for the execution of pre-contractual measures taken at the request of the Data Subject under Art. 6 par. let. b) GDPR 2016/679);

Please note that the curriculum vitae must not contain special categories of data (so-called sensitive data) or data relating to criminal convictions and offences unless the same are necessary for the establishment of the employment relationship following the regulations in force in the field of job placement; concerning data relating to the health of differently-abled workers, in the application of Law no. 68 of 12 March 1999 "Rules for the right to work of the disabled", please do not indicate any pathology, but only the possession of the requirements. Any other special categories of data indicated by you will not be taken into account or processed for profile evaluation purposes.

Data will be collected and recorded following the principles of Article 5 GDPR 2016/679, i.e., for specified, explicit and legitimate purposes and in a manner compatible with those purposes, as part of the processing necessary for the operation of the business; accurately and if necessary with appropriate updates. In such a way that they are relevant, complete and not excessive concerning the purpose of the collection so that they are kept for the period necessary for the purpose for which they were collected and subsequently processed under GDPR 2016/679 and applicable national law.

Personal data may be processed with the aid of both paper and telematic tools, or in any case, tools designed to record and store the data, and in any case in such a way as to guarantee their security and protect the utmost confidentiality of the person concerned. Specific security measures will be observed to prevent loss of data, unlawful or incorrect use and unauthorised access in full compliance with Article 32 of GDPR 2016/679 and applicable national legislation.

Compulsory or optional nature of providing data and consequences of refusal to provide data.

The provision of data is not compulsory but optional; however, refusal to provide such data in whole or part may result in the impossibility of responding to the Data Subject's requests and/or proceeding to evaluate his or her professional profile.

Communication of data.

Without prejudice to compliance with the regulations in force and in particular with the principles set out in Article 5 GDPR 2016/679, the data collected and processed may be disclosed, solely for the pursuit of the purposes mentioned in this notice, to

- Companies belonging to the same business group;
- Professionals and consultants, consultancy companies, personnel selection companies, public employment agencies, public and private training organisations;
- In particular, subjects who carry out processing on behalf of the Data Controller in their capacity as Data Processors under Article 28 GDPR 2016/679, such as, purely by way of example and without limitation: professionals and/or companies appointed to carry out consultancy activities in the fields of labour law, technical and information technology. The complete and up-to-date list of the Persons in charge is available to those entitled to it by simple request at the Controller's head office;
- Persons authorised to access the data by the legislation in force and/or to whom the data must be disclosed to comply with legal obligations.

Personal data may be processed by employees and collaborators assigned to the competent offices of the Data Controller, who are explicitly authorised to process them based on Article 29 of GDPR 2016/679 and the applicable national legislation.

Transfer of data abroad.

Personal data may be communicated and/or transmitted abroad only for the pursuit of the purposes set out in this information notice or for exclusively technical reasons related to the structure of the Company's Information System and/or the application of technical and organisational security measures deemed appropriate by the Data Controller (Art. 32 GDPR 2016/679), and exclusively in compliance with Art. 44 s.s. of GDPR 2016/679.

Data retention periods.

The data will be kept in our archives even after the job interview for the fulfilment of all possible obligations related to this activity and, in any case, for a period not exceeding the achievement of the purposes for which they are processed ("principle of limitation of storage" ex art. 5 GDPR 2016/679).

Specifically, data will be retained by the Data Controller for a maximum of 24 months.

Concerning specific statutory limitation periods, data necessary for establishing, exercising or defending a right may be subject to more extended storage periods.

Checks on the obsolescence of stored data concerning the purposes for which they were collected are carried out periodically.

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| 14/02/2023 | v. 03.00 | LIR - E-Recruitment Information | <i>Studio Privacy</i> ©2023 All rights reserved |
| L&S ITALIA SPA Soc. Unip. | | VAT no./C. Fiscal: 01749420939 | |

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Rights of the Data Subject.

The Data Subject may exercise the rights provided for within limits and under the conditions set out in Articles 15 to 22 of GDPR 2016/679. In particular, GDPR 2016/679 grants the Data Subject the following rights:

- Right of access (Art. 15 GDPR 2016/679);
- Right to rectification of inaccurate personal data and correct to supplement incomplete personal data (Art. 16 GDPR 2016/679);
- Right to cancellation (Art. 17 GDPR 2016/679);
- Right to restriction of processing (Art. 18 GDPR 2016/679);
- Right to request the recipients to whom any rectification or cancellation, or restriction of processing has been communicated (Art. 19 GDPR 2016/679);
- Right to data portability (Art. 20 GDPR 2016/679);
- Right to object (Art. 21 GDPR 2016/679);
- Right not to be subject to a decision based solely on automated processing (Art. 22 GDPR 2016/679).

In the event of signing any form of consent to the processing, please note that the Data Subject may revoke it at any time, without prejudice to the mandatory fulfilments provided for by the legislation in force at the time of the revocation request, by contacting the Data Controller at the following e-mail address: info@ls-light.com.

Right of Complaint.

A Data Subject who considers that the processing of personal data is in breach of the provisions of GDPR 2016/679 has the right to lodge a complaint with the supervisory authority of the EU State where he or she normally resides, works, or where the alleged breach occurred, as provided for in Art. 77 GDPR 2016/679, or to take appropriate legal action.

Maron di Brugnera, 14/02/2023.

L&S ITALIA SPA Soc. Unip.

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