

# COMERIO ERCOLE

S.p.A. - Capitale Sociale € 2.200.000



Founded in 1885  
MECHANICAL CONSTRUCTIONS

Sede Legale ed Amministrativa  
Via Castellanza, 100  
21052 BUSTO ARSIZIO (ITALY)



Comerio Ercole Spa with registered office in Via Castellanza, 100 - 21052 Busto Arsizio (VA), in its role as Data Controller (subject to which the decisions relating to the purposes and procedures of personal data processing are concerned) informs that it carries out personnel recruiting, selection and evaluation pursuing the equality between men-workers and women-workers without discriminating candidates of neither sexes, in compliance with laws n. 903/77 and n. 125/91 and current legislation.

## Data Collection:

The data collection happens by sending own Curriculum Vitae (CV) to Comerio Ercole Spa by mail, fax, by hand or e-mail or by filling-in the form on Comerio Ercole Spa website.

The data collected are those usually included in a CV drawn up according to market practices. Candidates are invited to omit data not relevant to the CV.

The submission to Comerio Ercole Spa of the CV by the person concerned may represent:

- a) the spontaneous application;
- b) the reply to specific job advertisements published by Comerio Ercole Spa in newspapers or website.

The data provision is entirely optional. The only consequence of the lack in communicating the data will be the impossibility for Comerio Ercole Spa to consider the application of the person concerned for a selection procedure.

Candidates are requested not to include sensitive information in their CV (for example: racial or ethnic origin, religious, philosophical or other beliefs, political opinions, health status, sexual orientation, membership in political parties or trade unions or other) pursuant to the Legislative Decree n. 196/2003, unless such data are strictly necessary for the job recruiting (i.e. belonging to sheltered groups, disability, etc.), in which case candidates are invited to expressly give consent to the processing of sensitive data transmitted for exclusive selection purposes, through declaration signed at the bottom of the CV.

In the absence of such declaration the curricula will be trashed.

## Purposes and procedures of processing, communication and disclosure of data:

Comerio Ercole Spa confirms to all persons concerned that the data, freely transmitted, sensitive or not, will be processed exclusively for the purpose of managing consultancy activities for recruitment, selection and evaluation of personnel.

The data processing will take place in accordance with the provisions of Legislative Decree n.196/2003 and will be performed both manually and with the aid of the computer system.

The data will be stored in paper and electronic files, in order to allow their identification. The data will be stored for the time deemed necessary for the purposes of staff recruiting and selection.

Candidate data will be stored up, unless otherwise expressly indicated by the candidate himself, for the execution of any other selection or evaluation, after their updating and specific verbal authorization by the candidate himself.

The persons in charge of data processing inside Comerio Ercole Spa will be informed about personal data provided. In any case, the data processing shall be performed with logics related to the indicated purposes, ensuring the security and confidentiality of the same data.

## Consent to data processing

While it remains optional, it is preferable to have the written consent of the person concerned to the processing of personal data by Comerio Ercole Spa. It is therefore advisable to place at the bottom of the CV or in the cover letter (replying to job announcements or as spontaneous application) the following sentence: " In compliance with the Italian Legislative Decree n. 196 dated 30/06/2003 and the Privacy Policy on Comerio Ercole website, I hereby authorize Comerio Ercole Spa to use and process my personal data for the purpose of recruiting and selecting staff and I confirm to be informed of my rights in accordance to art. 7 of the above mentioned decree"



Mod.524

 +39-0331-488.411 - P.O. Box 308 - C.C.I.A.A. Varese N. 11178  
Trib. Busto Arsizio N.9797 Reg. Soc. - Cod. Fiscale e Part. IVA 00219630126  
Telefax +39-0331-488.421 (commercial dept.) - +39-0331-488.465 (technical dept.)



internet : <http://www.comercole.it> -- e-mail : [info@comercole.it](mailto:info@comercole.it)



## Rights of the person concerned

Comerio Ercole Spa informs those concerned that they may exercise at any time, with reference to their personal data and according to the procedures indicated in art. 8, 9, 10 of Legislative Decree n. 196/2003 to which reference is made, the rights pursuant to art. 7 of Legislative Decree n. 196/2003 (hereafter fully transcribed).

### Art. 7 - Right of access to personal data and other rights

1. The person concerned has the right to obtain the confirmation of the existence or not of his/her personal data, even if not yet registered, and of their communication in an intelligible manner.
2. The person concerned has the right to be advised about:
  - a) origin of personal data;
  - b) data processing purposes and procedures;
  - c) logic applied in case of processing carried out with the aid of electronic instruments;
  - d) identification of Data controller, Data processor and Persons in charge of the processing, as per Art. 5, paragraph 2;
  - e) entities or groups of entities to whom the personal data may be communicated or who otherwise may have access to these data as Representative in Italy, Persons in charge or Data Processors;
3. The person concerned has the right to:
  - a) update, rectify, when necessary, and integrate his/her personal data;
  - b) delete, transform into an anonymous format or deny the access to illicitly processed data, including data not requiring storage for the purposes for which they were originally collected and subsequently processed;
  - c) have a confirmation that what described in items a) and b) has been reported to those entities to whom the data had been forwarded or disclosed, except in case it would be impossible or would entail the use of resources and other means manifestly disproportionate;
4. The person concerned has the right to oppose, in whole or in part, to:
  - a) the processing of personal data for legitimate reasons;

The full text of Legislative Decree n. 196/2003 can be consulted on the website of the Privacy Guarantor:  
[www.garanteprivacy.it](http://www.garanteprivacy.it)

The applications pursuant to art. 7 of Legislative Decree n. 196/2003 can be forwarded to the following address:  
Comerio Ercole Spa - Via Castellanza, 100 - 21052 Busto Arsizio (VA), e-mail: [privacy@comercole.it](mailto:privacy@comercole.it)