Welcome to the application tool of Professional Spares s.r.l.

Online application

We are very pleased that you would like to apply with us!

You may submit your application to us by email, by completing the application form on our website, or by submitting it on our premises/in person.

As part of your application, you may provide us with personal data such as your name, contact details, CV, cover letter, education, professional experience, qualifications, references, availability, and any other information you choose to share with us (for example, an optional photo) in connection with your application.

Your personal data and application documents will be treated as strictly confidential and will only be processed for the purpose of your application. They will not be passed on to third parties.

We wish you much success!

Applicant information notice:

1. GENERAL INFORMATION

We, Professional Spares s.r.l., process your personal data as data controller. Our contact details are:
Professional Spares s.r.l., Via Segaluzza 23, 33170 Pordenone, Italia, tel.: +39 0434 639 992.

We reserve the right to change and update this notice on our own initiative. We will properly communicate these changes via this page.

By submitting your application via our application page, e-mail or any of our job platforms or social media channels such as Indeed, LinkedIn and Xing, you acknowledge that you have carefully read this applicant information notice. You understand that when you apply through any of these platforms, your personal data will initially be collected by these platforms and only subsequently be sent to us.

2. YOUR PERSONAL DATA

When you apply for a position at our company, we collect:

- the contact and basic identity information you provide, such as a picture, your name, postal address, e-mail address, telephone number, date and place of birth, nationality, and so on;
- information from your CV, such as your former and current employer, job description, work experience, training, skills, references, and so on;

- any other personal data that you provide in the context of your application, including personal data shared during an interview; and
- publicly available information on your profile on social media channels.

If you choose to apply via an external recruitment agency, we will receive your personal data via that external recruitment agency. Consult the information notice of the external recruitment agency to find out more about how they process your personal data.

3. WHY DO WE PROCESS YOUR PERSONAL DATA AND WHAT IS OUR LEGAL BASIS?

1. We process your personal data to assess and decide whether to hire you. We use the services of an applicant tracking system provider to collect and further process your application.

→ We do this to conclude an employment agreement with you (Art. 6.1.b GDPR).

2. When we **hire** you, your personal data will be processed for the purposes outlined in our privacy notice for employees, which will be made available at such time and before we commence such processing.

→ We do this to conclude and administer our employment contract with you (Art. 6.1.b GDPR).

3. We process your personal data to provide you with relevant and personalised information about **future employment opportunities** at our company. To that end, we will store the personal data which we collected from you when you applied and generated during the application process.

→ We will only process your personal data for this particular purpose if you give your consent (Art. 6.1.a GDPR).

4. We process your personal data to perform **statistical analyses** to improve our application and recruitment process and to report on our recruitment effort within our group of companies.

→ We do this to pursue our legitimate interest, namely to continuously improve our application process and our job advertisements, and to report internally on our recruitment activity (Art. 6.1.f GDPR).

5. We process your personal data to inform any third party in the context of a possible **merger** with, **acquisition** of or by, or **demerger** involving that third party, even if that third party is located outside the EU.

→ We do this to pursue our and a third party's legitimate interest, namely to be able to investigate or carry out normal business or merger and acquisition transactions and to organise integrations or splits after a successful transaction (Art. 6.1.f GDPR).

6. We process your personal data for the preservation of our and our partners' **legitimate interest** if and to the extent that your application may be considered **(a)** a violation of any applicable terms of use or the intellectual property rights or other rights of a third party, **(b)** a threat to the security or integrity of the application page, **(c)** a danger to the application page, our social media channels or any of our or our subcontractors' underlying systems due to viruses, Trojan horse attacks, spyware, malware or any other form of harmful code; or **(d)** in any way hateful, obscene, discriminating, racist, slanderous, spiteful, hurtful or in some other way inappropriate or illegal.

→ We do this to pursue our and a third party's legitimate interest, namely to protect our website, application system, process and social media channels from misuse and illegal activities (Art. 6.1.f GDPR).

7. We process your personal data to defend ourselves in the event of a **dispute** relating to your application (such as in connection with a possible rejection of your application).

→ We do this to pursue our legitimate interest, namely to defend ourselves in the event of a dispute (Art. 6.1.f GDPR).

8. We process your personal data to comply with legal obligations or to comply with any reasonable request from competent law enforcement agents or representatives, judicial authorities, governmental agencies or bodies, including competent data protection authorities.

Your personal data may be transferred upon our initiative to the police or the judicial authorities as evidence or if there are justified suspicions of an unlawful act or crime committed by you.

→ This processing activity is necessary to comply with our legal obligations (Art. 6.1.c GDPR).

4. HOW LONG WILL WE KEEP YOUR PERSONAL DATA?

We keep your personal data for as short a period as possible and no longer than necessary for the reasons described above. When your personal data are no longer necessary, they will be safely deleted.

When you are hired, your personal data will be kept in accordance with the retention periods set forth in the privacy notice for our employees.

When we decide not to hire you but you agree to be informed of future job opportunities, or you apply spontaneously (meaning not in relation to a specific job opening), your personal data will be stored up until such time when you withdraw your consent.

When we decide not to hire you and you do not agree to be informed of future job opportunities, your personal data will be stored for a maximum of 2 months after the end of the application process for evidence purposes as described above.

We process only those data that are effectively necessary to achieve the purpose for which we collected the data.

Category of processing activity	**Retention period**
Recruitment	Maximum 2 months after the end of the selection process, unless consent has been given for inclusion in the reserve list.
Improvement of the candidate and recruitment process	The retention period is determined by the purpose, in accordance with the data retention policy.
Reuse of candidate data	Maximum 2 months after the end of the selection process, unless consent has been given for inclusion in the reserve list. Where consent has been given for inclusion in the reserve list, until such consent is withdrawn.
Acceptance of the candidate	If the candidate is accepted, personal data will be retained for the duration of the employment contract or for 10 years after termination of the employment relationship.
Reserve list	Until consent is withdrawn.
Retention based on our legitimate interests and those of our partners	Maximum 2 months after the end of the selection process, unless consent has been given for inclusion in the reserve list.

5. WHAT ARE OUR QUALITY ASSURANCES?

We will always treat your personal data as confidential.

We take the necessary safeguards for the security and integrity of your personal data and we take appropriate technical and organisational measures to protect your personal data against personal data breaches.

We will de-identify your personal data when we no longer need them.

Access by our personnel or our third-party processors will only be on a need-to-know basis and subject to strict confidentiality obligations.

You understand, however, that safety and security are best efforts obligations only, which can never be guaranteed. If a personal data breach occurs and this breach poses a high risk to your rights and freedoms, we will notify you of this breach as soon as possible.

6. WHO RECEIVES YOUR PERSONAL DATA?

We rely on third parties such as IT service providers providing our applicant tracking system to provide you with the website and to secure it. These third-party processors may only process your personal data on our behalf on the basis of our explicit written instructions. It goes without saying that we guarantee that all external processors are selected with due care and we oblige them to respect the security and integrity of your personal data. All these parties are established in the European Economic Area.

You also understand that if you use our social media channels, your personal data is also processed by the social media providers. You can find more information on how these social media providers process your personal data in their respective privacy policies. We are part of a larger group of companies called REPA Group (https://repagroup.com/), which in turn is part of the Parts Town Group (https://www.partstown.com/). Being part of these groups means that your personal data may be shared with other group entities when such is required for the recruitment and reporting purposes mentioned above. When we share your personal data with entities outside the European Economic Area, we rely on the safeguards we have put in place between us and the other group entities such as the European Commission's Standard Contractual Clauses.

7. YOUR RIGHTS

You have the right to request access to all personal data we process concerning you. We reserve the right to charge administrative fees for repeated access requests that are clearly submitted in order to harm or prejudice us.

You have the right to request the rectification, free of charge, of any personal data concerning you that are inaccurate. In the event of a request for rectification, this request must be accompanied by proof of the erroneous nature of the data which is the object of the request for rectification.

You have the right to withdraw your earlier given consent for the processing of your personal data.

You have the right to request the deletion of personal data concerning you if they are no longer necessary for the purposes set out above or if you withdraw your consent to their processing. However, you should keep in mind that we will assess your deletion request against:

- our overriding interests or those of any other third party;
- any legal or regulatory obligations or judicial or administrative orders that may conflict with such deletion.

Instead of requesting the deletion of your personal data, you may also request that we limit its processing if and when (a) you dispute the accuracy of the data, (b) the processing is unlawful or (c) the data are no longer necessary for the purposes listed in this notice but you need them to defend yourself in legal proceedings.

You have the right to object to the processing of personal data if you can prove that there are serious and well-founded reasons linked to particular circumstances guaranteeing such opposition. However, if the processing operation envisaged is a direct marketing operation, you have the right to object to such processing free of charge and without justification.

If you wish to submit a request to exercise one or more of the rights listed above, you may send an e-mail to the data protection officer via datenschutz.de@repagroup.com. An e-mail requesting the exercise of a right shall not be construed as consent to the processing of your personal data beyond what is required for the processing of your request. This request must clearly indicate which right you wish to exercise and the reasons for the request, if required. It must also be dated, signed and accompanied by a scanned copy of valid proof of identity.

We will inform you promptly of the receipt of this request. If the request is valid, we will honour it as soon as reasonably possible and no later than thirty (30) days after receiving the request.

If you have any complaints about our processing of your personal data, you can always contact us at the e-mail address indicated in the first paragraph of this clause. If you are still not satisfied with our response, you are free to lodge a complaint with the competent data protection authority, which will generally be the Italian Data Protection Authority (Garante, https://www.garanteprivacy.it) or your local data protection authority.