

# Notice for Personnel recruitment

Notice pursuant to Articles 13 and 14 of EU Regulation No. 679/2016, as amended and integrated from time to time (the “**GDPR**”), and its implementing EU and Italian laws, as amended and integrated from time to time (“**Applicable Privacy Law**”) (the “**Notice**”) – Processing of personal data. For personnel recruitment, Leonardo S.p.A., with registered office in Rome, Piazza Monte Grappa, n. 4, in the person of its legal representative, as the controller of the processing of personal data (hereinafter the “**Company**” or the “**Data Controller**”), offers you the possibility of applying for the position published on its website and also of submitting your spontaneous applications.

In order to do this, you are required to provide the required personal data for checking your eligibility.

The Company undertakes to process the information provided in accordance with the Applicable Privacy Law. Therefore, as specifically required by the Applicable Privacy Law, please note the following.

## 1. Data Controller of the processing of personal data

**1.1** The Company will be the Data Controller of your personal data.

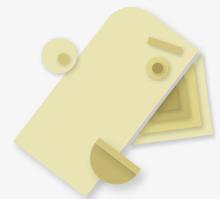
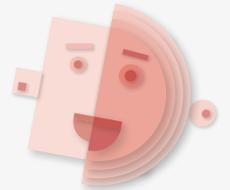
**1.2** The Data Controller appointed some Data Processors of personal data. An updated list of such Data Processors, pursuant to and for the purposes of Article 28 of the GDPR, may be obtained by sending a request at the following email address: [DPO.leonardo@leonardocompany.com](mailto:DPO.leonardo@leonardocompany.com)

## 2. Persons concerned and personal data processed

**2.1** The following individuals are involved in the processing of personal data by the Data Controller (jointly, the “**Data Subjects**”): any person applying for the position published on the Company’s website or submitting their spontaneous application.

**2.2** The processing shall involve the following non-exhausting list of personal data: name, surname, e-mail address, qualification, previous professional experiences, requests concerning economic and/or organizational issues, etc. (“**Personal Data**”).

**2.3** The processing of special categories of personal data pursuant to Article 9 of the GDPR (*i.e.* data disclosing racial or ethnic origin, religious, philosophical or other beliefs, political opinions, membership of parties, trade unions, or organizations of a religious, philosophical or trade-unionist character and any data disclosing health and sex life) is not admitted; if such special personal data will be provided in any manner, the Data Controller will not accept them, if any, and shall delete them, unless the processing of such personal data is necessary for compliance with a legal obligation to which the Data Controller is subject and for the exercise of any right by the Data Subject under the applicable labor law, as well as the social security and protection law.



### 3. Purposes and legal basis of the personal data processing

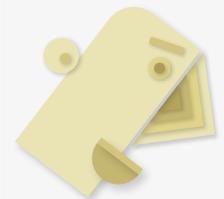
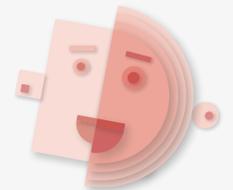
- 3.1 Personal data related to the Data Subject will be processed for the purpose of staff recruitment.
- 3.2 Personal data will be processed for the purposes indicated under point 3.1 above without any prior consent, since during the application procedure or the spontaneous submission of the *Curriculum Vitae* such personal data are provided on a voluntary basis by the Data Subject, e.g. uploading on the website of the Company the *Curriculum Vitae* and/or any further information required.
- 3.3 The processing of personal data shall be performed in accordance with the rules set forth by the Applicable Privacy Law, and it shall be carried out with automated and/or manual systems, suitable to ensure the security of the processing.
- 3.4 The processing of personal data will be carried out according to the principles of proportionality and necessity, so that no unnecessary personal data will be collected or processed. The processing of personal data will be fair and transparent, and therefore it will always be given adequate communication to the Data Subject on the processing activities carried out, and in compliance with the adequacy requirement of the security measures.
- 3.5 Communication of the personal data requested is optional. However, if you do not communicate your data, you will not be able to apply for the vacancies published on the Company's website or insert your spontaneous application.

### 4. Communication of personal data

- 4.1 In carrying out our activity and pursuing the purposes described under paragraph 3 above or when required by the applicable law, your Personal Data can be communicated and/or shared with third parties, including public bodies or private companies, which are authorized to receive them by any applicable law, as well as public and/or private entities which provide for assistance or consulting services to the Data Controller.
- 4.2 The Data Controller shall process your personal data through its staff duly authorized, only as necessary and on the basis of the specific instructions provided by the Data Controller, with guarantee of confidentiality.
- 4.3 In pursuing the purposes described under paragraph 3 above, the Data Subject's personal data are neither subject to disclosure nor can be transferred to Countries outside the European Union or to international organizations.

### 5. Rights of the Data Subjects

- 5.1 With respect to the personal data held by the Data Controller, the Data Subject can exercise all rights set forth by the Applicable Privacy Law. In particular, the Data Subject may:



- a) request the Data Controller to confirm the existence of his/her personal data, the origin of such data, the reason and purpose of their processing, the categories of subjects to whom the data may be transmitted, as well as the identification details of the Data Controller and of its Data Processors;
- b) request access to personal data, transformation into anonymous form, blocking, rectification, updating, integration, erasure of such data or limitation of their processing;
- c) object to the processing of personal data, for any reason connected to its particular situation, within the limits set forth by the Applicable Privacy Law and, in particular, object, at any time, to the delivery of communications and/or informative material by the Data Controller (opt-out right) pursuant to Article 17 of the GDPR, through the “Unsubscribe” function contained at the bottom of each electronic communication received from the Data Controller or by sending an express request to the e-mail address:  
*DPO.leonardo@leonardocompany.com*;
- d) exercise the right to portability, within the limits provided for by Article 20 of the GDPR;
- e) withdraw his/her consent at any time (where applicable), without affecting the lawfulness of processing based on consent before its withdrawal;
- f) lodge a complaint with the Italian Data Protection Authority, following the procedures and the instructions published on its official website ([www.garanteprivacy.it](http://www.garanteprivacy.it)).

**5.2** Any amendment or erasure or limitation on processing carried out upon Data Subject’s request - unless this proves impossible or involves a disproportionate effort - will be communicated by the Data Controller to each of the recipients to whom the relevant personal data have been transmitted. The Data Controller may inform the Data Subject of these recipients upon request.

**5.3** For the purpose of exercising the rights listed in paragraph **5.1** above, as well as for any clarification, the Data Subject can directly contact the Data Controller by sending an email to the following email address:  
*DPO.leonardo@leonardocompany.com*

## 6. Data retention period

The Data Subject’s personal data transmitted on a voluntary basis or collected at the Data Controller’s request will be retained for 10 years after their inclusion in the database of the Data Controller for the purposes described under point **3** above.

