Last update: March 10, 2026

Information notice pursuant to Article 13 of Regulation (EU) 2016/679 ("GDPR")

Dear Mr / Mrs,

OPIS S.r.l. hereby informs you that in relation to the activities of recruitment, selection and evaluation of personnel, may come into possession and process information relating to you, qualified as personal data by GDPR.

In its capacity as Data Controller under the GDPR, OPIS S.r.l. hereby wishes to inform you that your Personal Data will be processed in accordance with GDPR and the Italian Legislative Decree 196/2003 as amended by the Italian Legislative Decree 101/2018.

Data Controller
The Data Controller is OPIS S.r.l. (hereinafter the "**Company**" or "**Controller**"), with registered office in Via Matteotti, 10, 20832 Desio (MB).

Contact details of the Data Protection Officer ("DPO")
The Company has appointed a DPO with the task to monitor and ensure the correct fulfilment of the obligations arising out of the aforementioned privacy rules and regulations, and to act as a contact point within the Company for the data protection Authority and data subjects. You can contact the DPO by email at the following address: dpo@opisresearch.com.

Which personal data concerning you may be collected
The personal data collected refer to the information contained in the job application and in the Curriculum Vitae. The information may also be collected from a review of your references (if carried out), a review of your previous employer's experiences (if requested) such as membership of an institution, academic background, employment history and other relevant information in order to determine your eligibility as a candidate. In addition, notes taken during interviews and comments from other parties such as contact persons, which may be carried out during the selection process, may be processed. The Company reserves the right to carry out appropriate checks on the truthfulness of the data, in particular about qualifications obtained, previous work experience, assumption of professional positions or institutional positions, also by contacting the subjects you may indicate as contact persons, as well as your previous employers.
The data acquired will not concern personal beliefs, racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, information relating to health or sex life or sexual orientation (hereinafter "**Special categories of Personal Data**"), unless they are characteristics that affect the manner of carrying out the work or that constitute an essential and determining requirement for the performance of the same.

Lawfulness of processing and purposes of data processing

Pre-contractual purposes (art. 6 1) b) GDPR) – assessing applicant requirements and recruiting staff

Your personal data will be collected upon the spontaneous submission of your job application, CV or of applications for collaborations with the Company, as well as during job interviews or at events, job fairs, etc. Your personal data may also be collected by third party recruiting companies, head-hunters.
Your personal data will be processed solely for the purpose of assessing and recruiting staff, and in order to propose other job offers and opportunities within the OPIS group.
The provision of data must be considered mandatory to allow the Company to meet the needs of knowledge and assessment of candidates in the context of recruitment and selection of personnel. Failure to provide the above may make impossible to carry out the process of recruitment and selection of personnel and the consequent inability to establish any employment relationship.

Processing methods
Your personal data may be processed directly by the Company and stored in electronic and hard copy filing systems or passed on to third parties, which will process your personal data in their capacity as Data Processor and in accordance with the instructions received by the Controller.
The Controller will apply all the security measures required to prevent accidental loss and destruction, and unauthorized access by third parties, in compliance with the GDPR and with the provisions set forth by the data protection Authority and by the European Commission for the protection of personal data.
Your data will be processed solely by personnel expressly authorized by the Controller, after having received instructions by the latter on the methods and purposes of processing.

Data communication to third parties
Your data will not be communicated to third parties if not in the cases set forth by the law, by regulations or by collective bargaining agreements.
Your data may be accessed by external suppliers who provide support for the provision of services, appointed, if necessary, as data processors (e.g. hosting services and cloud infrastructure supplier). For internal administrative purposes, your personal data may also be accessed by other Group companies.
You may contact the Company if you wish to ask to be able to view the list of data processors and other subjects to whom we communicate your data.

Transfers of Personal Data
Some of your Personal Data are shared with recipients who may be located outside the European Economic Area. Company ensures that your Personal Data are processed by these recipients in accordance with the applicable rules on data protection. Indeed, transfers can be based on an adequacy decision or on the Standard Contractual Clauses approved by the European Commission and/or applicable appropriate safeguards under art. 46 GDPR. Further information is available by writing to the following email address: privacy@opisresearch.com.

Data retention
Personal data will not be retained for a period of time exceeding what is necessary for the above purpose of assessing and recruiting staff. In any case, your data will not be retained for more than 24 months from collection if, in the meantime, no employment relationship has been entered into with the Company.

Data subject rights

As data subject, you have the following rights on the personal data collected and processed by the Company for the purposes indicated above.

a) Right to access (art. 15 GDPR)
You are entitled to obtain confirmation from the Controller of whether or not personal data regarding you is being processed and, where applicable, to access such personal data and the following information: (i) the purposes of processing; (ii) the categories of personal data being processed; (iii) the recipients or categories of recipients to which the personal data have been or will be communicated, especially if these are located in non-EU countries or are international organisations; (iv) where possible, the data retention period or, if that is impossible to state, the criteria that will be used to determine said time period.

b) Right to rectification (art. 16 GDPR) and erasure (art. 17 GDPR)
You are entitled to rectify and/or update inaccurate personal date, and, having regard to the purposes of processing, to complete personal data that is incomplete, also by providing a supplementary statement.
You also have the right to obtain erasure of any personal data regarding you on one of the following grounds: (i) the personal data are no longer needed for the purposes for which they were initially collected or otherwise processed; (ii) the data are being unlawfully processed; (iii) you have withdrawn your consent on the basis of which the Controller was entitled to process your personal data and there is no other legal ground for processing; (iv) you have objected to processing and there are no overriding legitimate grounds for processing; (v) the personal data have to be erased for the purpose of complying with a legal obligation.
However, the Company has the right to disregard the above right to erasure in the presence of a predominant right of freedom of expression and information or as necessary to comply with a legal obligation or to defend a legal claim.

c) Right to restriction of processing (art. 18 GDPR)
You are entitled to obtain restriction of processing by the Company in the following cases: (i) for the period of time necessary for the Controller to verify the accuracy of the personal data regarding you, where you have claimed their inaccuracy; (ii) if your personal data are being unlawfully processed; (iii) if your personal data is no longer necessary for the purposes of processing but processing is required by you for the establishment, exercise and defence of a legal claim; (iv) for the period of time necessary to verify whether the legitimate grounds of the Controller override your objection to processing.

d) Right to data portability (art. 20 GDPR)

Where applicable, you are entitled to receive the personal data they provided to the Company in a structured, commonly used, and machine-readable format.

e) Right to object (art. 21 GDPR)

Lastly, where applicable, you have the right to object at any time to the processing of your personal data when such processing is based on the Company's legitimate interests. In such cases, the Company will stop processing your personal data unless it demonstrates compelling legitimate reasons to continue or the processing is necessary for the establishment, exercise, or defense of legal claims.

You may exercise the above rights by sending a email to privacy@opisresearch.com.

If you believe your personal data was unlawfully processed, you may also file a complaint with the relevant data protection Authority using the references available on the website www.garanteprivacy.it, or to bring an action before the appropriate courts.