

	Document:	Privacy Notice for Job Applicants		
	Code:	PRV-CAN-01		1/4
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		Date:	01/07/2026	

Privacy Notice for Job Applicants

Rev. 01.00

Pursuant to Article 13 of Regulation (EU) 2016/679 ("GDPR")

1. Data Controller

The Data Controller is:

IPSES S.r.l.

Registered Office: Piazzale Giulio Cesare 9, 20145 Milan, Italy

For any request concerning the processing of personal data or to exercise the rights granted under Regulation (EU) 2016/679, you may contact the Data Controller at:

E-mail: privacy@ipses.com

2. Purposes and Legal Bases of Processing

Personal data provided by applicants are processed for the following purposes.

a) Management of applications and recruitment activities

- receiving and evaluating job applications;
- assessing qualifications, skills and professional experience;
- organizing and conducting interviews, including remote interviews through videoconferencing and online collaboration tools;
- evaluating the suitability of candidates for open positions.

Legal basis: performance of pre-contractual measures taken at the request of the data subject (Art. 6(1)(b) GDPR).

b) Management of activities related to the recruitment process

- managing communications with applicants;
- retaining applications for potential future employment opportunities.

IPSES S.r.l.

Registered office: Piazzale Giulio Cesare, 9 - 20145 Milan ITALY | VAT code: 03999740966
 Research and development office: Viale Carlo Forlanini, 44/A - 20024 Garbagnate Milanese (MI) ITALY
 Tel. (+39) 02 39449519 | Fax (+39) 02 700403170 | e-mail: info@ipses.com | <https://www.ipses.com>

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Legal basis: legitimate interest of the Data Controller in conducting recruitment and personnel selection activities (Art. 6(1)(f) GDPR).

3. Categories of Personal Data Processed

The Data Controller may process:

- identification and contact details;
- information contained in the curriculum vitae (CV);
- data relating to education, qualifications, skills and professional experience;
- information provided by candidates during interviews;
- information and data shared during interviews conducted in person or via videoconferencing tools;
- any additional information relevant to the evaluation of the application.

Applicants are invited not to include special categories of personal data (such as health data, religious beliefs or political opinions) in their CVs or supporting documentation unless strictly necessary.

Where such data are voluntarily provided, they will be processed only to the extent permitted by applicable law and insofar as they are relevant to the recruitment process.

Personal data relating to criminal convictions and offences are neither requested nor ordinarily processed.

4. Provision of Personal Data

The provision of personal data is voluntary but necessary to enable IPSES S.r.l. to assess the application and carry out recruitment activities.

Failure to provide the required information may make it impossible to evaluate the application.

5. Methods of Processing

Personal data are processed through paper-based, electronic and telematic means in accordance with the principles of lawfulness, fairness, transparency, data minimization and confidentiality.

IPSES S.r.l. implements appropriate technical and organizational measures to ensure the security, integrity, availability and confidentiality of personal data.

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Recruitment activities and interviews may also be conducted through online communication and collaboration platforms made available by the organization.

6. Recipients of Personal Data

Personal data may be disclosed to parties acting as independent Data Controllers or Data Processors, including:

- consultants and professionals involved in recruitment activities;
- providers of IT services and communication platforms used for managing applications and interviews;
- competent authorities where required by applicable law.

An updated list of Data Processors is available from the Data Controller upon request.

7. Transfers of Personal Data to Third Countries

The use of IT services and collaborative platforms may involve the processing of personal data by service providers operating outside the European Economic Area (EEA).

As of the date of this Privacy Notice, the cloud services used by IPSES S.r.l. provide for data storage within the European Economic Area. Any processing carried out by service providers is subject to the safeguards set out in Articles 44 and following of the GDPR.

8. Data Retention Period

Personal data will be retained:

- for the duration of the recruitment process;
- where no employment or collaboration relationship is established, for a maximum period of **48 months** from receipt of the application, for the purpose of considering the candidate for future professional opportunities;
- where an employment or collaboration relationship is established, the relevant data will become part of the personnel records and will be retained in accordance with the applicable retention rules.

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9. Data Subject Rights

Data subjects may exercise at any time the rights granted under Articles 15-22 of the GDPR, including:

- the right of access to personal data;
- the right to rectification of inaccurate data;
- the right to erasure where applicable;
- the right to restriction of processing;
- the right to data portability;
- the right to object to processing where permitted by law;
- the right not to be subject to automated decision-making.

Requests may be submitted using the contact details provided in this Privacy Notice.

10. Right to Lodge a Complaint with a Supervisory Authority

Data subjects have the right to lodge a complaint with the competent Data Protection Supervisory Authority pursuant to Article 77 GDPR if they believe that the processing of their personal data infringes applicable data protection legislation.

11. Automated Decision-Making

IPSES S.r.l. does not carry out automated decision-making processes, including profiling, that produce legal effects concerning data subjects or similarly significantly affect them, pursuant to Article 22 GDPR.

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