

## PRIVACY NOTICE FOR CANDIDATES

This document concerns personal data (Personal Data) communicated by Data Subjects (Candidates) or collected by the Data Controller as part of the personnel search and selection process, which may take place through:

- applying for a job on our career website;
- applying via external platforms (e.g., LinkedIn, Indeed, etc.) or through external parties specifically appointed by us for personnel search and selection.
- interacting with us (e.g., our recruiters) regarding job opportunities.

### 1. WHICH PERSONAL DATA MAY BE PROCESS

As part of our personnel search and selection activities, we may process the following categories of Personal Data: i) contact information; ii) data on skills, qualifications, and competencies contained in CV, cover letters, or other documentation provided with applications or collected during interviews; iii) data necessary to conduct background or employment checks, where permitted by applicable laws; iv) information on the type of employment sought or potentially sought, current and/or desired salary, and availability to travel; data from assessments or questionnaires completed; v) images and videos in the event of participation in video interviews; vi) information made available deemed relevant to the application (e.g., LinkedIn profile).

The data collected will not include personal beliefs, political, religious, or trade union opinions, sexual orientation, race, ethnic origin, health status, any disputes with previous employers (hereinafter "Special Categories of Personal Data"), or facts that are not relevant to the assessment of the candidate's professional aptitude, unless these characteristics affect the way in which the work is performed or constitute an essential and determining requirement for the performance of the same, or are permitted or required by applicable law.

### 2. PURPOSES OF DATA PROCESSING AND LEGAL BASIS

The purposes of data processing are:

(i) Provide you with the functionality of our careers website, such as arranging access to your registered account and allowing you to submit applications via the careers website; (ii) assess candidates' skills, qualifications, and suitability to work for Stevanato Group for the position they have applied for and/or other career opportunities; (iii) depending on the country of employment and as permitted by applicable law, verify information received from the candidate, including through reference checks and, where applicable, background checks; (iv) communicate with the candidate about the recruitment process; (v) prepare an offer if the selection is successful; (vi) ask the candidate if they would like their data to be retained in our database

so that they can be contacted proactively if further suitable vacancies become available; (vii) send updates or news via email.

The legal bases on which we rely to process candidates' personal data for the purposes described above are:

- the need to perform a contract to which the candidate is a party, or to take pre-contractual steps at the candidate's request;
- our legitimate interest, in particular our need to conduct business responsibly and in accordance with local laws and regulations, as well as to protect fundamental rights such as the right to defence, the right to property, and the freedom to conduct a business;
- the need to comply with legal obligations to which we are subject;
- the candidate's consent, to send you news and updates on jobs and recruitment activities by email and to maintain the personal data in our database and contact the candidate about career opportunities.

### **3. METHODS OF PROCESSING AND STORAGE**

The processing of Personal Data is based on the principles of fairness, lawfulness, and transparency and may also be carried out using automated methods to store, manage, and transmit such data. Processing will be carried out using appropriate tools and will ensure security and confidentiality through the use of appropriate procedures to prevent the risk of loss, unauthorized access, unlawful use, and disclosure.

Personal Data will be retained only for the period necessary for personnel selection purposes (for a specific position or for future positions of potential interest). We periodically review the Data and determine whether it can be deleted if no longer necessary for the intended purposes.

In any case, Personal Data will be retained in company databases for a period of time not exceeding 12 months from the date of acquisition by the Company. After this retention period, the Personal Data will be deleted or anonymized.

### **4. NATURE OF DATA COLLECTION. CONSEQUENCES OF FAILURE TO PROVIDE DATA.**

Providing Personal Data for the purposes set out in paragraph 2 is optional. However, if you fail to provide it, the Data Controller will be unable to process requests from the Data Subject.

### **5. COMMUNICATION OF PERSONAL DATA**

Personal Data may be accessed by duly authorized employees of the Human Resources department, as well as external suppliers, appointed, if necessary, as data processors, who provide support for the provision of services.

Personal Data may also be disclosed to other companies of the Stevanato Group, for example, if recruitment and selection are conducted for open positions within them. Personal Data will be processed for the same purposes and in the same manner as indicated in this privacy notice.

## **6. DISCLOSURE OF PERSONAL DATA**

Personal Data will not be disseminated.

## **7. DATA SUBJECT'S RIGHTS.**

The candidate has the right to request from the data controller:

- access to the data concerning the candidate, its rectification or erasure;
- completion of incomplete data;
- restriction of processing;
- receipt of the data in a structured, commonly used, and machine-readable format (portability);
- withdrawal of consent for the purposes for which it was collected;
- objection, in whole or in part, to the use of the data for legitimate reasons;

The data subject may contact the data controller and/or the DPO at the contact details below to submit any request regarding the company's processing of personal data, to exercise the rights provided by law, and to obtain an updated list of entities that have access to the data subject's personal data.

The data subject may always withdraw his or her consent and/or report observations regarding specific uses of data relating to particular personal situations deemed incorrect or unjustified by the existing relationship, or lodge a complaint with a supervisory authority before the Data Protection Authority.

## **8. DATA CONTROLLER and DPO**

This Privacy Policy applies to all companies within the Stevanato Group. The data controller of your data is the specific Stevanato Group company to which you are applying (the Company).

For more information on the Data Controller or to exercise your rights, please contact the Stevanato Group DPO directly at [info.privacy@stevanatogroup.com](mailto:info.privacy@stevanatogroup.com).

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