



Privacy Notice — Contact Form and CV Submissions

Information notice pursuant to Article 13 of Regulation (EU) 2016/679 (GDPR) and Legislative Decree 196/2003, as amended by Legislative Decree 101/2018 (Italian Data Protection Code).

1. Data Controller

The Data Controller is **MODO Engineering srl**, with registered office at via Roberto Da Sanseverino 95, 02818310225, contactable at info@modoeng.com

2. What Data We Collect

- **Contact form:** name, email address, phone number (if provided), and the content of your message.
- **CV / spontaneous application:** the personal, educational, and professional information contained in your CV and any accompanying message you choose to submit.

Please do not include special category data (health information, religious or political views, trade union membership, etc.) in your CV or message unless strictly relevant and necessary.

3. Purpose and Legal Basis of Processing

- **Responding to your enquiry** (contact form): our legitimate interest in managing business communications (Art. 6(1)(f) GDPR), or pre-contractual measures where your enquiry concerns a potential engagement (Art. 6(1)(b) GDPR).
- **Evaluating your CV or application** for an open position: pre-contractual measures taken at your request (Art. 6(1)(b) GDPR).
- **Retaining your CV for future opportunities**, beyond the specific selection process it was submitted for: your consent (Art. 6(1)(a) GDPR), requested separately at the point of submission.

4. Recipients of the Data

Your data may be accessed by MODO Engineering personnel involved in handling your request or application, and by external providers acting as data processors under Art. 28 GDPR (e.g. Microsoft Ireland Operations Limited for business email). We do not sell your data or disclose it to third parties for their own marketing purposes.

5. International Data Transfers

For business email and collaboration tools, MODO Engineering uses Microsoft 365, provided by Microsoft Ireland Operations Limited. Under Microsoft's EU Data Boundary, this data is stored and processed within the EU/EEA. Any limited residual transfer outside the EU/EEA — for example for technical support — is covered by the EU-U.S. Data Privacy Framework and/or Standard Contractual Clauses approved by the European Commission.

6. Retention Period

- Contact form enquiries are retained for 12 months from our last exchange, or as long as necessary to handle your request.
- CVs submitted for a specific role are retained for the duration of that selection process, plus 12 months.
- If you consent to retention for future opportunities, your CV is retained for a maximum of 12 months from submission, after which it is deleted unless you renew your consent.



7. Your Rights

Under Articles 15–22 GDPR, you have the right to request access to, rectification of, or erasure of your data, to restrict or object to its processing, and to data portability where applicable. Where processing is based on consent, you may withdraw it at any time, without affecting the lawfulness of processing carried out before withdrawal.

To exercise these rights, write to info@modoeng.com. You also have the right to lodge a complaint with the Italian Data Protection Authority (Garante per la protezione dei dati personali — www.garanteprivacy.it).

8. Automated Decision-Making

MODO Engineering does not use your data for automated decision-making or profiling.

9. Provision of Data

Providing your data is voluntary. However, without it we will not be able to respond to your enquiry or evaluate your application.

10. Updates to This Notice

This notice may be updated from time to time. The version published on our website is always the current one.

Last updated: 04/09/2026