

Privacy Notice (GDPR 2016/679)

Notice pursuant to and for the effects of Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data.

Pursuant to Regulation (EU) 2016/679, I wish to inform you that the data you voluntarily provide via the form or by email will be processed by adopting appropriate measures to ensure the security and confidentiality, in accordance with the above-mentioned Regulation.

Data Controller

The Data Controller and Processor is
Dora Montoli
Verona - Italy
E-mail: dora.montoli@gmail.com
Contact number: +39 389 2943428

Types of Data collected

In this context, personal data means any information relating to an identified or identifiable natural person collected either autonomously or through third parties, including: first name, surname, email address, phone number and all other data, including sensitive data, contained in any file or document attached to the form/email and sent by the Data Subject.

Personal data are voluntarily provided by the Data Subject.

This website does not use cookies.

The Data Subject's failure to provide the required personal data could impair the correct supply of the services.

The Data Subject assumes responsibility for the personal data of third parties published or shared through the website or by email and declares that (s)he has the right to communicate or disseminate it, thus relieving the Data Controller of all liabilities towards third parties.

Method and place of processing

Method of processing

The Data Controller processes the Data Subject's personal data by adopting appropriate security measures to prevent unauthorized access, disclosure, modification or unauthorized destruction of the data. Processing is carried out using computers and/or electronic means, with organizational methods and logics strictly related to the stated purposes. In addition to the Data Controller, in some cases, access to the data may be available to processors responsible for the website organisation (such as administrative or commercial staff, system administrators or external parties (such as third-party technical service providers, freelance staff, professional advisors or consultants, mail carriers, hosting providers, IT companies, communications agencies) appointed by the Data Controller. The processors updated list may be obtained from the Data Controller at any time.

These external parties/ processors are bound by strict contractual confidentiality obligations aimed at protecting the Data Subject's personal data, through confidential agreements entered between the external parties/processors and the Data Controller, and they will process the Data Subject's only to the extent necessary to pursue the permitted purposes.

Place of processing

The data are processed at the operative headquarters of the Data Controller and in any other location where the parties involved in data processing are located. For further information, please contact the Data Controller.

Retention period

The data are stored for the time necessary to perform the service requested by the Data Subject or to fulfil the purposes set out in this document, and the Data Subject has the right to obtain from the Data

Controller the suspension of the data processing or the erasure of the personal data concerning him/her at any time.

Purposes and legal basis for the processing

The data concerning the Data Subject are collected to enable the Data Controller to perform its services, in particular: to translate the documents sent by the Data Subject according to his/her instructions; to reply to a request for quote/information by the Data Subject; to check and process his/her order; for invoicing; to keep him/her updated on the progress of the order; to provide him/her with assistance; to inform him/her about the office closures and special discounts; and to send him/her email greetings on feast days.

The Data Controller has the right to do this because the Data Subject has sent a request for information via the contact form, by email or by phone, and the legal basis upon which the Data Controller relies to process this data is to fulfil the obligations of a legal contract.

The Data Controller may also rely on its legitimate business interests and use some of the information to personalise its offers; to provide customer services and resolve complaints; to prevent fraud; to communicate with the Data Subject about delivery times, services and other updates and for statistical purposes where data will be anonymised. The Data Controller may also process Personal Data from third party applications which are required to make the service work.

Where the Data Controller is required to do so by law, in its legitimate interests or where needed to protect the Data Subject's interests or someone else's interests, the Data Controller may share his/her details with local enforcement agencies, including the police.

Defence before the courts

The Data Subject's Personal Data may be used as defence by the Data Controller before the courts or in the preparatory stages.

The Data Subject states that he/she is aware that the Data Controller could be requested to disclose the data at the request of the public authorities.

Data Subject's rights

The Data Subject has the right, at any time, to obtain confirmation as to whether or not personal data concerning him/her exist, and can consult the Data Controller to learn about their contents and origin, to verify their accuracy or to ask for them to be supplemented, cancelled, updated or corrected, or for their transformation into anonymous format or to block any data held in violation of the law, as well as to oppose their treatment for any and all legitimate reasons. Requests should be sent to the Data Controller. The Data Subject has also the right to withdraw his/her consent at any time. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.

Profiling

The personal data concerning the Data Subject shall not be subject to profiling activities, in particular they shall not be analysed to predict the Data Subject's preferences, behaviours or personal opinions.

Exceptions and limitations are set out in articles 22 and 23 of the Regulation.

Transfer of personal data abroad

if it shall become necessary to transfer personal data to third countries (extra-UE countries) the Data Controller shall act in the following ways:

- 1) **Transfers on the basis of an adequacy decision.** A transfer of personal data to a third country or an international organisation may take place where the Commission has decided that the third country, a territory or one or more specified sectors within that third country, or the international organisation in question ensures an adequate level of protection. Such a transfer shall not require any specific authorisation.
- 2) **Transfers subject to appropriate safeguards.** In the absence of an adequacy decision by the Commission, a controller or processor may transfer personal data to a third country or an international organisation only if the controller or processor has provided appropriate safeguards, and

on condition that enforceable data subject rights and effective legal remedies for data subjects are available.

- 3) **Binding corporate rules.** The competent supervisory authority shall approve binding corporate rules in accordance with the consistency mechanism set out in Article 63 of the Regulation.
- 4) **Derogations for specific situations.** In the absence of an adequacy decision pursuant to Article 45(3), or of appropriate safeguards pursuant to Article 46, including binding corporate rules, a transfer or a set of transfers of personal data to a third country or an international organisation shall take place only on one of the following conditions:
 - a. the data subject has explicitly consented to the proposed transfer, after having been informed of the possible risks of such transfers for the data subject due to the absence of an adequacy decision and appropriate safeguards;
 - b. the transfer is necessary for the performance of a contract between the data subject and the controller or the implementation of pre-contractual measures taken at the data subject's request;
 - c. the transfer is necessary for the conclusion or performance of a contract concluded in the interest of the data subject between the controller and another natural or legal person;
 - d. the transfer is necessary for important reasons of public interest;
 - e. the transfer is necessary for the establishment, exercise or defence of legal claims;
 - f. the transfer is necessary in order to protect the vital interests of the data subject or of other persons, where the data subject is physically or legally incapable of giving consent;
 - g. the transfer is made from a register which according to Union or Member State law is intended to provide information to the public and which is open to consultation either by the public in general or by any person who can demonstrate a legitimate interest, but only to the extent that the conditions laid down by Union or Member State law for consultation are fulfilled in the particular case.

Changes to this Privacy Policy

The Data Controller reserves the right to make changes to this Privacy Policy at any time by giving notice on this page. It is strongly recommended to check this page often, referring to the date of the last modification listed at the bottom. If you object to any of the changes to this policy, you must not send request for information via the contact form or by email and can request removal of the personal data.

Further information about this privacy policy

If you have any concern about the processing of your personal data, please contact the Data Controller using the above-mentioned contact information.

The Data Controller is responsible for this Privacy Policy.

Last modified: 26/04/2021