

## PRIVACY POLICY

This page sets out the Privacy Policy of **Itatools srl** and describes how this website is managed in relation to the processing of personal data of users contacting us through the website of **Itatools srl** .

This Privacy Policy describes how **Itatools srl** uses and protects information provided by a user when they visit this website and constitutes the information that is to be provided to data subjects.

This policy is provided to any data subject dealing with web services provided by **Itatools srl** on the Internet at the following address: [www.itatools.com](http://www.itatools.com).

**Itatools srl** deals with the privacy of its users and undertakes to ensure full compliance with the new European 2016/679 Regulation, hereafter referred to as GDPR. **Itatools srl** undertakes to protect the privacy of all visitors to its website.

### Identification of the Data Controller

The Data Controller is **Itatools srl**, with legally registered office in **street per Caronno, nr. 23 in Origgio post code 21040**.

We remain at your disposal should you require any further information about the processing of your data. Please contact us for more details about how we handle your data at the email address: [privacy@itatools.it](mailto:privacy@itatools.it)

### Rules concerning amendments to the policy

This policy came into effect on 25/05/2018.

**Itatools srl** is free to change or update this policy at its discretion. Any changes will be published forthwith.

The use of our website after the policy has been updated or any changes have been made constitutes acceptance of the terms and we therefore invite you to review the policy on a regular basis to ensure you are aware of any changes.

You may exercise your rights at any time, in particular, you may exercise the right to cancellation/exclusion or the right to object to the processing.

### Personnel authorised to process your data

Only authorised personnel are allowed to access your data and the tools used to process the same.

Personnel in receipt of your data will process the same in the capacity of Data Controller, Data Processor or as a person authorised to process it, as applicable, for the purposes specified here below and in accordance with the legislation in force concerning the protection of personal data.

Information that you will provide will be made available to **Itatools srl**.

**Itatools srl** may be obliged to disclose some personal data to third parties, such as government authorities, institutions, other authorities or public bodies for the purpose of their institutional duties or to check training courses or documentation related to risk assessment.

Personal data may also need to be disclosed to protect the legal and other rights of **Itatools srl**, in compliance with the provisions of local laws. **Itatools srl** reserves the right to disclose all of the information collected to the extent defined by law or in order to respond to legal proceedings.

All of the authorised personnel indicated above will only receive data that is essential for the performance of their respective roles and they undertake to only process the same for the purposes mentioned above and in compliance with legislation governing the protection of personal data. The data may also be communicated to other legitimate recipients identified as required by the applicable laws. With the exception of that mentioned above, data shall not be shared with third parties, natural or legal persons who do not perform any function.

Except for that set forth in this Privacy Policy, **Itatools srl** will not trade, sell, disclose, share or transfer the personal data of users for it to be used by a company external to **Itatools srl** without their consent, or in a different form from that which you were informed of at the time the data was collected, unless to do so is permitted or required by law.

Here below is a list of recipients authorised to process your data and the places in which said data is processed.

**Itatools srl in street per Caronno, nr. 23 in Origgio post code 21040**

Subjects belonging to the following categories are authorised to handle users' data: administrative and sales and marketing personnel, human resources personnel, personnel employed by **Itatools srl** to perform its main activities, etc., as well as other parties who need to handle the data in order to perform their own work, for example website maintenance.

**Data collected and legitimacy**

When you fill in the form to request a registration form via our website to request or access information, you will be asked to provide some personal data.

**Itatools srl** will collect information such as your name, surname, professional qualification, contact information, including your company email address, postal address, demographic information such as postcode, city and country, email address and number of employees.

**Itatools srl** may also collect other information (if provided by you) in various forms used for the collection of information: labels on this form will identify in a transparent and unequivocal way what type of data we collect and whether or not it is compulsory for provision of the service requested.

Data collection is performed in compliance with legislation in force governing the protection of personal data: data will only be collected when strictly connected with the service requested and will only be retained for the amount of time needed to manage the request.

**Itatools srl** may use this information to respond to your requests for information, products or services.

**Itatools srl** may also collect information that does not enable us to identify you, such as information collected using cookies.

Data collection is legally based on the consent that you give us based on this privacy policy.

The collection of personal data that you provide to us voluntarily by sending information to the email addresses specified on this website for access to our services, is based on an explicit and free choice you make voluntarily to provide us with your data based on this privacy policy.

**Itatools srl** will only process your data in relation to the processing needs/purposes specified in this policy.

**Please read the following information carefully:**

Information concerning the processing of personal data from the “Contact us” section

Data collected

**Itatools srl** collects information through this website that can identify the user, including but not limited to name, surname and contact information including company email address, as well as demographic information such as postcode, city and country.

**Data collected – not compulsory**

In the field marked “not compulsory”, **Itatools srl** may also collect other types of information, such as messages, notes and comments, but only if you choose to provide it. **Itatools srl** will process all of the information that the user chooses to write in the field marked “not compulsory”.

**Type of processing**

**Itatools srl** will process said data electronically and on paper.

**Processing purpose**

**Itatools srl** *processes this information:*

- to understand your needs and provide you with the information requested, if applicable;
- to improve our products and services.

We may send promotional emails on a regular basis about new products, special offers or other information that we think may be of interest to you using the email address that you have given us. Occasionally, we may use your data to contact you by phone, email, fax or post for market research purposes. We can use the information to customise our website based on your interests. In such circumstances, you will be explicitly reminded that you have the right to object to the processing for this type of direct marketing, or you can continue to accept it if you wish to enjoy the benefits of being contacted for the purposes described in the points above.

*Automated decision-making process, including the creation of profiles:*

**Itatools srl** will not use the data collected to process automated decisions of any type, including profiling of you.

*Retention period*

The data will be retained for a sufficient period (5 years) to enable **Itatools srl** to process your data for the aforementioned purposes, to which **Itatools srl** is subject, including exercising or defending its legal rights.

*Personnel authorised to process your data*

The information provided will be made available to personnel authorised by **Itatools srl** to manage the request made.

Place of processing: street per **Caronno, nr. 23 in Origgio post code 21040**

## **Rights**

### You have the right to:

- ask the Data Controller for access to your data, have the data rectified or erased, restrict the use of your data or object to processing of the same, as well as the right to data portability;
- withdraw consent at any time, without prejudice to the lawfulness of processing performed on the basis of consent prior to its withdrawal;
- lodge a complaint with the supervisory authority.

## **Please read more about your rights in the following paragraph**

### **Cookies**

#### How we use cookies:

A cookie is a file that asks permission to be placed on the hard disk of your device. Once accepted, the file is saved and the cookie helps to analyse web traffic or informs you when you visit a particular website. Cookies help web applications to respond to you as individuals. The web application may tailor its operations based on your needs, likes and dislikes, collecting and recording your preferences.

We use traffic log cookies to identify the pages visited in order to analyse the web pages and improve our website, adapting it to the needs of customers. We only use this information for the purpose of statistical analysis.

In general, cookies help us to provide a better website, allowing us to monitor which pages you find useful and which ones you do not. Cookies do not allow us in any way to access your device or any information about you, except for the data you choose to share with us.

You can choose to accept or reject cookies. Most browsers accept cookies automatically, but if you prefer you can change the browser settings to reject them. This could prevent you from making full use of the website.

## **Information concerning the processing of personal data from the “CONTACT form” section**

### Data collected

**Itatools srl** collects information through web pages that can identify the user, including but not limited to, name, surname and contact information including company email address as well as demographic information such as the postcode, city and country.

Type of processing.

**Itatools srl** processes said data electronically and on paper.

### Itatools srl processes this information:

- to understand your needs and provide you with the information requested, if applicable;
- to improve our products and services.

We may send promotional emails on a regular basis about new products, special offers or other information that we think may be of interest to you using the email address that you have given us. Occasionally, we may use your data to contact you by phone or email for market research purposes. In such circumstances, you will be explicitly reminded that you have the right to object to

processing for this type of direct marketing, or you may continue to consent to it if you wish to enjoy the benefits of being contacted for the purposes described in the points above.

Automated decision-making process, including the creation of profiles.

**Itatools srl** will not use the data collected to process automated decisions of any type, including profiling of you.

#### Retention period

The data will be retained for a sufficient period (5 years) to enable **Itatools srl** to process your data for the aforementioned purposes. This period is considered sufficient for **Itatools srl** to comply with its obligations, including exercising or defending its legal rights.

#### Personnel authorised to process your data

The information provided will be made available to personnel authorised by **Itatools srl** to manage the request made.

For further details, “Personnel authorised to process your data”.

Place of processing: **street per Caronno, nr. 23 in Origgio post code 21040**

#### Tools used/Security restrictions and limitation

We undertake to ensure your information is secure. To prevent unauthorised access or disclosure, we have adopted appropriate physical, electronic and management procedures to safeguard and protect the information we collect online.

**Itatools srl** adopts reasonable measures to protect the privacy of users’ personal information.

The computers and software used by **Itatools srl** are set up to minimise the use of personal data and identification data.

Such data is only processed to the extent of that needed to achieve the purposes specified in this policy and is only retained for the time needed to achieve the specific purposes pursued. In any event, the criteria used to determine the period of retention is based on compliance with the time limits defined by law and principles related to data minimisation, retention limitation and rational management of our records.

#### **Exercising your rights.**

You can choose to limit the collection or use of your personal data as follows.

Every time that you are asked to fill in a form on the website, look for the box that you can click on to indicate that you do not want your data to be used by anyone for direct marketing purposes. If you have previously given your consent for us to use your personal data for direct marketing purposes, you can change your mind at any time by writing to us or sending us an email at the email address [\*\*privacy@itatools.it\*\*](mailto:privacy@itatools.it).

For direct marketing purposes, you can change your mind at any time and contact us as follows:

- reply to the email saying that you no longer wish to be contacted for direct marketing purposes;
- write to us at: **Itatools srl street per Caronno, nr. 23 in Origgio post code 21040**

[\*\*privacy@itatools.it\*\*](mailto:privacy@itatools.it)

Pursuant to the GDPR and any applicable local regulation, a user may request details of personal information in our possession. An administrative fee will be due and requested.



**ITATOOLS s.r.l.**

**Sede Operativa e legale :**

Via per Caronno, 23 – 21040 Origgio (VA) ITALY

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C.F. , P.I.e Reg.Impr.Trib.Milano IT 05022340961

If you believe that the information in our possession is incorrect or incomplete, please write to us or send us an email at the address specified above as soon as possible. We will promptly correct any information found to be incorrect.