



## Information provided to users of the company website for the processing of personal data

Pursuant to art. 13 of the EU Regulation N.2016 / 679 (European Regulation on the protection of personal data - GDPR) the methods of managing the site [www.ceramvetro.it](http://www.ceramvetro.it) are described below with reference to the processing of personal data of those who interact with the web services, accessible by telematic means starting from the address mentioned. The information is provided only for the aforementioned website and not for other websites that may be consulted by the user via links.

### Identity and contact details of the Data Controller.

*Below we indicate which are our references to which you can contact for any clarification.*

- The data controller is: CERAMVETRO GOLD S.R.L., represented by its pro tempore representative.
- The Owner can be contacted via email at: [giulia@ceramvetro.it](mailto:giulia@ceramvetro.it).

### Purposes of the processing to which the data are destined for personal data and the relative legal basis.

*Below we indicate why we ask for your personal data.*

The data provided during navigation on the company website is collected to make the site functionalities available following the user's access and to collect information freely transmitted by the interested party.

In particular, your personal data will be processed:

(i) without your consent (article 6, letters b, c, f, GDPR), for the following purposes:

- The computer systems and software procedures used to operate this site acquire, during their normal operation, some personal data whose transmission is implicit in the use of Internet communication protocols.
- These data (such as domain names, IP addresses, operating system used, type of browser device used for the connection) are not accompanied by any additional personal information and are used to: a) obtain anonymous statistical information on use of the site; b) manage the control needs of the use of the same, c) ascertain responsibility in case of hypothetical computer crimes.
- The legal basis that legitimates the processing of such data is the need to make the site functionalities usable following access by the user.

The provision of data for the purposes referred to in the previous section (i) is mandatory. In the event of non-availability to use the data, you will not have to browse the company website.

Furthermore, your personal data will be processed:



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(ii) with your consent (article 7, GDPR), for the following purposes:

- The personal data provided by the user through forms are collected and processed for the performance of the activities of relationship with the interested party, for administrative purposes and for the fulfillment of legal obligations such as, for example, those of an accounting, fiscal, or initiate judicial authority requests, in the case of sending a curriculum vitae, exclusively for selection purposes.

The provision of data for the purposes referred to in the previous section (ii) is optional, with the consequence that you can decide not to enter any data and continue to browse the company website.

## **Categories of personal data processed.**

*Below we indicate which types of personal data we ask for.*

In the context of the purposes of the treatments highlighted in the previous paragraph, only personal data acquired directly by the interested party that fall into the following categories will be treated:

### **NAVIGATION DATA**

The software applications used to operate the [www.ceramvetro.it](http://www.ceramvetro.it) website acquire some personal data transmitted via Internet communication protocols.

This information is not collected to be associated with identified interested parties, but could, through processing and association with data held by third parties, allow users to be identified.

This category of data includes the IP addresses or domain names of the computers used by users connecting to the site, the URI (Uniform Resource Identifier) addresses of the requested resources, the time of the request, the method used to submit the request to the server, the size of the file obtained in response, the numeric code indicating the status of the response given by the server (for example, good end, error) and other parameters relating to the operating system and the user's IT environment.

These data are used only to obtain anonymous statistical information on the use of the site and to check its correct functioning.

### **DATA PROVIDED VOLUNTARILY BY THE USER**

For access to some services provided through the website [www.ceramvetro.it](http://www.ceramvetro.it) - reserved area, newsletter, notification service, participation in surveys, registration for conferences and training courses - optional and voluntary sending of the address may be requested of electronic mail to the addresses indicated on the site itself necessary to respond to requests, as well as any other personal data included in the message.

Specific summary information will be reported or displayed on the website pages set up for particular services on request. The period of retention of such data is defined by the criterion of request for cancellation for information provided voluntarily by the user; as regards the technical



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## Informativa Sito Aziendale

data managed by the site, such as cookies, the period is defined by the technical characteristics of the cookies defined in the paragraph below Duration of Cookies [article 13 paragraph 2 point a)].

### USE OF COOKIES.

The [www.ceramvetro.it](http://www.ceramvetro.it) website uses cookies and similar technologies to guarantee the correct functioning of the procedures and improve the experience of using online applications.

### DEFINITIONS

Cookies are small text strings that the sites visited by the user send to their terminal (usually to the browser), where they are stored before being re-transmitted to the same sites at the next visit by the same user. Cookies are stored, based on user preferences, by the individual browser on the specific device used (computer, tablet, smartphone).

Depending on the characteristics and use, cookies can be divided into different categories:

#### STRICTLY NECESSARY COOKIES

These cookies are indispensable for managing login and access to the site's reserved functions, typically for updating web pages by the editorial offices. The duration of these cookies is strictly limited to the work session (when the browser is closed they are deleted).

Their deactivation compromises the use of the services accessible from the login. The public part of the site [www.ceramvetro.it](http://www.ceramvetro.it) remains normally usable.

#### "TECHNICAL" COOKIES (OF ANALYSIS AND PERFORMANCE)

They are cookies used to collect and analyze the traffic and use of the site anonymously. These cookies, even without identifying the user, allow, for example, to detect if the same user returns to connect at different times. They also make it possible to monitor the system and improve its performance and usability.

In some pages of the site [www.ceramvetro.it](http://www.ceramvetro.it) they can memorize the user's preferences regarding the font size and the preferred display mode (graphic, high contrast or textual) for the purposes of accessibility of the contents. The deactivation of these cookies can be performed without any loss of functionality.

#### PROFILING COOKIES

These are permanent cookies used to identify (anonymously and not) user preferences and improve their browsing experience.

The [www.ceramvetro.it](http://www.ceramvetro.it) site does not use cookies of this type.



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## DURATION OF COOKIES

Some cookies (session cookies) remain active only until the browser is closed or the logout command is executed. Other cookies "survive" when the browser is closed and are also available in subsequent user visits. These cookies are called persistent and their duration is set by the server at the time of their creation. In some cases a deadline is set, in other cases the duration is unlimited. Browsing through the pages of the site [www.ceramvetro.it](http://www.ceramvetro.it), you can interact with sites operated by third parties that can create or modify persistent and profiling cookies.

## COOKIES MANAGEMENT

The user can decide whether to accept cookies using the settings on his browser.

The total or partial disabling of technical cookies does not compromise the use of the [www.ceramvetro.it](http://www.ceramvetro.it) site features.

The setting can be defined specifically for different websites and web applications.

Below are the web resources that illustrate how to proceed for each of the main browsers:

- Chrome: <https://support.google.com/chrome/answer/95647?hl=it>
- Firefox: <https://support.mozilla.org/it/kb/Gestione%20dei%20cookie>
- Internet Explorer: <https://support.microsoft.com/it-it/help/17442/windows-internet-explorer-delete-manage-cookies>
- Opera: <http://help.opera.com/Windows/10.00/it/cookies.html>
- Safari: [http://support.apple.com/kb/HT1677?viewlocale=it\\_IT](http://support.apple.com/kb/HT1677?viewlocale=it_IT)

## GOOGLE ANALYTICS

Some Accredia sites include components transmitted by Google Analytics, a web traffic analysis service provided by Google Inc. ("Google"). These are third-party cookies used to collect and analyze anonymous information on the behavior of use of the Accredia site by visitors. These cookies are used to store non-personal information.

Google Analytics protects the confidentiality of your data in various ways:

- The terms of service of Google Analytics, which all Google Analytics customers must comply with, prohibit the sending of personal information to Google Analytics. Personal information includes all data that Google can use to identify an individual, including, but not limited to, names, email addresses or billing information.
- It is not permitted to provide Google Analytics data to third parties without the client's consent, except in certain specific circumstances, such as when required by law.
- Google security expert teams protect data from external threats.
- Internal access to data (eg by employees) is strictly regulated and subject to employee access controls and procedures.

For more information, see the link: <https://support.google.com/analytics/answer/6004245>.



## Informativa Sito Aziendale

The user can selectively disable the action of Google Analytics by installing on his browser the opt-out component provided by Google.

For more information and to disable the Google Analytics action, see the link: <https://tools.google.com/dlpage/gaoptout>.

## THIRD-PARTY COOKIES (SOCIAL)

Visiting a website you may receive cookies both from the visited site ("owners") and from websites managed by other organizations ("third parties"). An example is the "social plugins" of Facebook, Twitter, Google+ and LinkedIn. These are parts of the visited page generated directly by the aforementioned sites and integrated into the page of the host site. The most common use of social plugins is aimed at sharing content on social networks.

The presence of these plugins involves the transmission of cookies to and from all sites managed by third parties. The management of information collected by "third parties" is governed by the relevant information to which reference is made. To ensure greater transparency and convenience, the web addresses of the various information and methods for managing cookies are shown below:

- Information Facebook: <https://www.facebook.com/help/cookies/> (configuration): access your account. Privacy section
- Twitter information: <https://support.twitter.com/articles/20170514> (configuration): log in to your account. Settings, Security and Privacy section
- LinkedIn information: <https://www.linkedin.com/legal/cookie-policy> (configuration): access your account. Account Menu and Settings, Privacy and Settings
- Informative Google+: <http://www.google.it/intl/it/policies/technologies/cookies/> (configuration): <http://www.google.it/intl/it/policies/technologies/managing/>
- Pinterest information: <https://about.pinterest.com/it/privacy-policy>
- Instagram: <https://instagram.com/legal/cookies/>

## Categories of recipients of personal data.

*Below we indicate who may process your personal data and to whom it may be communicated.*

For the aforementioned purposes the personal data you provide may be made accessible:

- To employees and collaborators of the Data Controller, in their capacity as authorized data processing personnel (or so-called "data processors").
- To third parties who carry out activities on behalf of the Data Controller, in their capacity as independent Data Controllers, Data Controllers or Data Processors, for the performance of economic activities (commercial, management, management of information systems, insurance, banking or non-banking intermediation) , factoring, shipment management, enveloping and



## Informativa Sito Aziendale

sending correspondence, credit management and protection) or for the fulfillment of legal regulations (accounting firms, lawyers).

- To judicial or supervisory authorities, administrations, public bodies and organizations (national and foreign).
- To other legal entities of which the Owner is a member.

It is possible to request an updated list of the recipients of the data at the email address [giulia@ceramvetro.it](mailto:giulia@ceramvetro.it).

## Processing methods

*Below we indicate how your personal data will be processed.*

The processing of your personal data is carried out by means of the operations (collection, registration, organization, structuring, updating, storage, adaptation or modification, extraction and analysis, consultation, use, communication by transmission, comparison, interconnection, limitation, cancellation or destruction ) carried out both in digital format (on servers and clouds adequately protected and located within the European Union owned and / or available to the Data Controller and / or third party companies duly appointed as data processors).

## General principles.

*Below we indicate the general aspects that characterize the processing of your personal data.*

The data will be processed lawfully, correctly and transparently with the data subject, collected for the purposes indicated above, limited and kept as necessary with adequate security measures.

The transfer of data to non-EU countries abroad is not envisaged.

Your personal data will not be disclosed.

The data is not expected to be processed for automated decision-making processes.

In case of violation of personal data that may present a high risk for the rights and freedoms of natural persons, the holder will inform you without undue delay.

## Period of storage of personal data.

*Below we indicate how long we will keep your personal data.*

Personal data collected for the purposes indicated in the previous paragraph will be processed and stored for a maximum of 5 years or for the entire duration of any relationship established. Starting from the date of termination of any relationship, for any reason or cause, the data will be kept for the duration of the applicable time limits pursuant to law or for the time necessary for the fulfillment of the aforementioned purposes.



## Rights exercisable.

*Below we indicate all the rights we guarantee to you about your personal data..*

In accordance with the provisions of Chapter III, Section I, GDPR, you may exercise the rights indicated therein and in particular:

- **INFORMATION RIGHT:** The right to receive all information relating to the processing in a concise, transparent, intelligible and easily accessible form (this information).
- **RIGHT OF ACCESS:** To obtain confirmation that your personal data is being processed and whether or not, in this case, to receive information relating, in particular, to: purposes of processing, categories of personal data processed and storage period, recipients to whom these can be communicated (Art.15 GDPR),
- **RIGHT OF RECTIFICATION:** Obtain the correction of inaccurate personal data concerning you and the integration of incomplete personal data (Art.16 GDPR) with the owner's obligation to communicate such changes.
- **CANCELLATION RIGHTS (so-called Oblio):** Right to request the deletion of your data when the purpose of the processing has been exhausted, consent has been revoked, processing has been opposed, data have been processed in violation of the law (Art. 17 GDPR).
- **RIGHT TO LIMITATION:** Right to limit the processing of your data in the event of inaccuracies, disputes or as an alternative measure to cancellation (Art. 18 GDPR).
- **RIGHT TO DATA PORTABILITY:** To receive the personal data concerning you provided to the Owner and to transfer the data to another Owner in the cases provided for by Art. 20 of the GDPR.
- **RIGHT OF OPPOSITION:** Right to object at any time to the processing of personal data, except where there are legitimate reasons (Art. 21 GDPR).
- **RIGHT TO PROPOSE CLAIM TO THE CONTROL AUTHORITY:** Guarantor for the protection of personal data, Piazza di Montecitorio n. 121, 00186, Rome (RM).

You may exercise these rights (excluding the last) by simply sending a request by e-mail to the address of the owner indicated above.

## Consents

Apart from that specified for navigation data, the user is free to provide the personal data required to use the services provided through the web - reserved area, newsletter, notification service, participation in surveys, registration for conferences and training courses.

Failure to provide the data relating to the fields marked with an asterisk may make it impossible to use the service offered [article 13 paragraph 2 point e)].