

PRIVACY POLICY UNDER EUROPEAN REGULATION 679/2016

Dear User,

Please carefully read this privacy notice which applies to every access of the website www.officinait.eu ("the Site"). We remind you that this privacy notice is governed by the European Regulation No. 2016/679 ("the Regulation") which has been in force since April 27, 2016, and updated on May 23, 2018. The Regulation ensures that the processing of personal data is conducted in respect of the rights and fundamental freedoms, as well as the dignity of the data subject, particularly with regard to confidentiality, personal identity, and the right to data protection.

1. **DATA CONTROLLER** The Data Controller is Officina IT Srl ("Officina"), with its registered office at Via Boncompagni, 56, 00187 Rome (Italy).
2. **DATA PROTECTION OFFICER** Officina has appointed a Data Protection Officer, who can be contacted at the email address info@officinait.eu for any information regarding the processing of your personal data and to exercise the rights outlined below.
3. **TYPES AND PURPOSES OF PROCESSING CARRIED OUT ON THE SITE – LEGAL BASIS FOR PROCESSING** The Site collects and processes various types of personal data for different purposes and methods. Specifically:
 - a) Personal data related to browsing, processed both to enable the proper functioning of the Site and for marketing purposes. For this, please refer to the Cookie Policy.
 - b) Personal data voluntarily provided by the user (such as email address, personal data) or otherwise lawfully acquired during interactions with the Site, to fulfil your requests and offer services, support, and information about the products provided by Officina.

Except for navigation data, regulated by the "Cookie Policy", the processing of personal data is based on:

- Consent possibly provided by the user for the purposes mentioned in points a) and b)
 - The legitimate interest of both Officina IT to provide Site services and respond to any customer requests, and of the user to navigate the Site properly.
4. **SOURCE OF PERSONAL DATA** The personal data collected by Officina are provided directly by the data subject.
 5. **METHODS OF PROCESSING PERSONAL DATA BY OFFICINA** The personal data collected through Officina's Site are processed using mainly electronic and telecommunication tools and methods, adopting the necessary security measures to minimise the risks of destruction or loss, unauthorized access, and processing that is not allowed or does not comply with the collection purposes stated in this privacy notice.

6. **MANDATORY OR OPTIONAL NATURE OF DATA PROVISION** The provision of personal data, particularly personal details, email address, postal address, telephone number, and email address, is mandatory for contractual and fiscal purposes.
7. **CATEGORIES OF RECIPIENTS OF PERSONAL DATA** Officina communicates the personal data of the Site's users only within the limits permitted by law and in accordance with the following indications. Personal data may be known to:
 - Employees and consultants of Officina, who will act as formally authorised subjects for processing for internal organizational activities;
 - Appointed processors, to perform contractual activities and services;
 - Companies that perform for Officina, as data processors, specific technical and organizational services related to the Site (logistics services, IT services, and marketing services).

Personal data may also be known to:

- Third parties, solely to fulfil the contract

Your data will not be disseminated and will only be transferred abroad ensuring adequate levels of protection and safeguarding for the protection of the data itself, in accordance with the applicable legislation. The data centres used by Officina for processing the collected data are located within the European Union.

8. **DATA RETENTION PERIOD** The retention period of data by Officina varies depending on the purpose for which they are collected:
 - Data processed to fulfil any contractual obligation may be stored for the duration of the contract and no longer than the subsequent 10 years;
 - Data processed for operational management and purposes strictly connected to access to the website may be stored for the duration of the contract and no longer than the subsequent 10 years;
9. **EXERCISE OF THE RIGHTS OF THE DATA SUBJECT** The data subject may exercise the rights under Articles 15-16-17-18-19-20-21 of the European Regulation 679/2016, by making a request to the data controller.