

GENERAL INFORMATION

The interested parties (pursuant to Article 4, paragraph 1 of the GDPR) are informed of the following general profiles, valid for all areas of processing:

- all data are processed in compliance with current privacy regulations (EU Reg. 2016/679 and Legislative Decree 196/2003, as amended and supplemented by Legislative Decree 101/2018);
- all data are processed in a lawful, correct and transparent manner towards the data subject, in compliance with the general principles set out in Article 5 of the GDPR;
- specific security measures are observed to prevent data loss, illicit or incorrect use and unauthorized access (GDPR, Article 32).

Data Controller

The Data Controller is the undersigned Company (in the person of the pro-tempore Legal Representative) who can be contacted for any request regarding privacy or to exercise the rights listed below, at the following addresses:

Contact Details

Arduini Legnami Spa
Phone: **0523-509020** – Email: info@arduinilegnami.com

DATA SUBJECT'S RIGHTS

- Right to request the presence and access to personal data concerning him (Art.15 "Right of access")
- Right to obtain the correction/integration of inaccurate or incomplete data (Art.16 "Right to rectification")
- Right to obtain, if justified reasons exist, the cancellation of data (Art.17 "Right of erasure")
- Right to obtain the limitation of treatment (Art.18 "Right to restriction of processing")
- Right to receive data concerning him in a structured format (Art.20 "Right of Data Portability")
- Right to object to processing and automated decision-making, including profiling (Art.21, 22)
- Right to revoke a previously given consent;
- Right to file a complaint with the Data Protection Authority in the event of non-response

The following specific information is provided below, referring to:

- 1) data processing related to the operation of the site;
- 2) data processing of the Data Controller's customers / Data Controller's suppliers

1) DATA PROCESSING CONNECTED TO THE OPERATION OF THIS SITE

1.1 Navigation data

The computer systems and software procedures used to operate this website acquire, during their normal operation, some personal data whose transmission is implicit in the use of Internet communication protocols. This information is not collected to be associated with identified interested parties, but which by their very nature 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 who connect 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 numerical code indicating the status of the response given by the server (successful, error, etc.) and other parameters relating to the operating system and the user's IT system.

Purpose and legal basis of the processing (GDPR-Art.13, paragraph 1, letter c)	These data are used for the only purpose of obtaining anonymous statistical information on the use of the site and to check its correct functioning. The data could also be used to ascertain responsibility in the event of hypothetical computer crimes against the site (legitimate interests of the owner).
Communication scope (GDPR-Art.13, paragraph 1, letter e, f)	The data can be processed exclusively by internal personnel, duly authorized and trained in the processing (GDPR-Art.29) or by any subjects in charge of the maintenance of the web platform (appointed in this case external managers) and will not be disclosed to other subjects, disseminated or transferred to non-EU countries (unless subject to compliance with the requirements set out in Chapter V of the GDPR). Only in the event of an investigation can they be made available to the competent authorities.
Data retention period (GDPR-Art.13, paragraph 2, letter a)	The data are usually kept for short periods of time, with the exception of any extensions connected to investigation activities.
Conferment (GDPR-Art.13, comma 2, lett.f)	The data is not provided by the interested party but automatically acquired by the site's technological systems.

1.2 Cookies

This information is provided pursuant to Article 13 of EU Reg. 2016/679 "GDPR", as well as the specific regulations in force on cookies:

- "Guidelines for cookies and other tracking tools" of 10 June 2021 (Published in the Official Gazette no. 163 of 9 July 2021);

- Guidelines 5/2020 on consent pursuant to Regulation (EU) 2016/679, adopted by the European Data Protection Board.

What are cookies: Cookies are short fragments of text (letters and / or numbers) that allow the web server to store information on the client (the browser) to be reused during the same visit to the site (session cookies) or later, even after some days (persistent cookies). Cookies are stored, according to user preferences, by the single browser on the specific device used (computer, tablet, smartphone). Similar technologies, such as, for example, web beacons, transparent GIFs and all forms of local storage introduced with HTML5, can be used to collect information on user behavior and on the use of services. In the remainder of this information we will refer to cookies and all similar technologies by simply using the term "cookie".

Possible types of cookies

In relation to the provision "Guidelines for cookies and other tracking tools" of 10 June 2021 (Published in the Official Gazette no. 163 of 9 July 2021) and in the Register of 231 measures of 10 June 2021, the following categories are classified of cookies used, the purposes and the coding criteria.

CATEGORY	PURPOSES	CODING CRITERIA
Navigation, session and functionality technicians	Guarantee the normal navigation and use of the site	They are coded as technical since they are used for the sole purpose of "carrying out the transmission of a communication over an electronic communications network, or to the extent strictly necessary for the provider of an information society service explicitly requested by the contractor or user to provide this service".
Analytical (comparable to technicians)	Collect information on the number of visitors and the pages viewed	FIRST-PARTY COOKIES They are coded as comparable to technical cookies, since they are used only to produce aggregate statistics in relation to the single site (also possibly with unencrypted IP, in compliance with the purpose constraint). THIRD PARTY COOKIES They are coded as comparable to technical cookies, since they are used with IP address masking, without combination with other processing and without transmission to other third parties

More information on google analytics:

- Google analytics (information): <http://www.google.com/intl/en/analytics/privacyoverview.html>
- Google analytics (disabling): <https://tools.google.com/dlpage/gaoptout?hl=it>

Insights into the types and methods of managing preferences

Through the main navigation browsers, by clicking on the appropriate icons, it is possible to obtain an analytical classification of the cookies used by the site, complete with: cookie name, content, domain, sending method, persistence. Through the main navigation browsers it is also possible:

- block the reception of all (or some) types of cookies by default
- remove all or some of the cookies installed

For information on setting individual browsers see the following paragraph. It should be noted that blocking or deleting cookies could compromise the navigability of the site. The site may contain links to third party sites and third party cookies; for more information, we invite you to view the privacy policies of any linked sites.

Correlations with portals and social networks

On the pages of the site there may be buttons, widgets, plug-ins, links, Social Network cookies to facilitate interaction with social platforms and content sharing. We point out, by way of non-exhaustive example: facebook pixel, facebook remarketing, facebook segmentation, google analytics, etc. (which in any case use technologies and tools that reduce the identifying power of cookies, such as anonymization or hashing / encryption systems). It should be noted that the processing of the data entered by the user on the various social channels takes place according to the rules and privacy settings of the social network itself, accepted by the user upon registration. For information, here are some links of the main social networks, through which you can manage your privacy configurations and acceptance of cookies:

- Facebook (information): <https://www.facebook.com/help/cookies/>
- Facebook (configuration): proprio account - sezione privacy
- Instagram (information) <https://www.instagram.com/legal/privacy>
- Youtube: <https://www.youtube.com/t/terms>
- LinkedIn (information): <https://www.linkedin.com/legal/cookie-policy>
- LinkedIn (configuration): <https://www.linkedin.com/settings>
- Google+ (information): <http://www.google.it/intl/it/policies/technologies/cookies/>
- Google+ (configuration): <http://www.google.it/intl/it/policies/technologies/managing/>
- Twitter (information): <https://support.twitter.com/articles/20170514>
- Twitter (configuration): <https://twitter.com/settings/security>
- Google remarketing (information): http://www.google.com/intl/it_it/policies/technologies/ads/
- Google remarketing (disabling): <https://www.google.it/ads/preferences>

Management of preferences through the main navigation browsers The user can decide whether or not to accept cookies using the settings of his browser (we point out that, by default, almost all web browsers are set to automatically accept cookies).

The setting can be changed and defined specifically for different websites and web applications. Furthermore, the best browsers allow you to define different settings for the best browsers and for "those" or "third parties". Usually, the configuration of cookies is done from the "Preferences", "Tools" or "Options" menu.

Below are the links to the guides for managing the cookies of the main browsers:

Microsoft Edge: <https://support.microsoft.com/it-it/microsoft-edge/eliminare-i-cookie-in-microsoft-edge>

Internet Explorer: <http://support.microsoft.com/kb/278835>

Internet Explorer [versione mobile]: <http://www.windowsphone.com/en-us/how-to/wp7/web/changing-privacy-and-other-browser-settings>

Chrome: <http://support.google.com/chrome/bin/answer.py?hl=en-GB&answer=95647>

Safari: <http://docs.info.apple.com/article.html?path=Safari/5.0/en/9277.html>

Safari [versione mobile]: <http://support.apple.com/kb/HT1677>

Firefox: <http://support.mozilla.org/en-US/kb/Enabling%20and%20disabling%20cookies>

Android: <http://support.google.com/mobile/bin/answer.py?hl=en&answer=169022>

Opera: <http://help.opera.com/opera/Windows/1781/it/controlPages.html#manageCookies>

Further information

- www.allaboutcookies.org (for more information on cookie technologies and how they work)
- www.youonlinechoices.com/it/a-proposito (allows users to oppose the installation of the main profiling cookies)
- www.garanteprivacy.it/cookie (collection of the main regulatory interventions on the subject by the Italian Guarantor Authority)

1.3 Site specific functions

Some pages of the site may involve the request for information from the user in relation to specific services (eg: request information, user registration, etc.).

Purpose and legal basis of the processing (GDPR-Art.13, paragraph 1, letter c)	Only the data necessary for the correct provision of the service and necessary to give a correct and exhaustive answer to the interested parties will be requested. The processing is subject to the acceptance of specific, free and informed consent (GDPR-Article 6, paragraph 1, letter a)
Communication scope (GDPR-Art.13, paragraph 1, letter e, f)	The data are processed exclusively by duly authorized and trained personnel (GDPR-Art.29) or by any persons in charge of the maintenance of the web platform (appointed in this case external managers). The data will not be disseminated or transferred to non-EU countries (unless subject to compliance with the requirements set out in Chapter V of the GDPR).
Data retention period (GDPR-Art.13, comma 2, lett.a)	The data are kept for times compatible with the purpose of the collection.
Conferment (GDPR-Art.13, comma 2, lett.f)	The provision of data relating to the mandatory spaces is necessary in order to obtain an answer, while the optional spaces are aimed at providing the staff with further elements useful to facilitate contact.

1.4 Data provided voluntarily by the user

The optional, explicit and voluntary sending of electronic and / or ordinary mail to the addresses indicated on this site entails the subsequent acquisition of the sender's address, necessary to respond to requests, as well as any other personal data included in the message. If the sender sends his CV to submit his professional application, he remains solely responsible for the relevance and accuracy of the data sent. It should be noted that any curriculum without authorization to process data will be immediately deleted.

2) PROCESSING OF DATA RELATED TO RELATIONS WITH CUSTOMERS AND SUPPLIERS

2.1 Object of the treatment

The company processes personal identification data of customers / suppliers (for example, name, surname, company name, personal / fiscal data, address, telephone, e-mail, bank and payment details) and of their possible operational contacts (name, surname and contact data) acquired and used in the supply of the products / services provided.

2.2 Purpose and legal basis of the processing

Data are processed for:

- conclude contractual / professional relationships and supply services;
- fulfill the pre-contractual, contractual and tax obligations deriving from existing relationships, as well as manage the necessary communications connected to them;
- fulfill the obligations established by law, by a regulation, by Community Legislation or by an order of the Authority;
- exercise a legitimate interest as well as a right of the Data Controller (for example: the right of defense in court, the protection of credit positions; the ordinary internal needs of an operational, managerial and accounting nature).

Failure to provide the aforementioned data will make it impossible to establish a relationship with the Data Controller. The aforementioned purposes represent, pursuant to Article 6, paragraphs b, c, f, suitable legal bases for the lawfulness of the processing. If you intend to carry out treatments for different purposes (eg: marketing communications, photo / video content production, etc.), specific consent will be requested from the interested parties.

2.3 Methods of processing and storage time

The processing of personal data is carried out by means of the operations indicated in Art. 4 n. 2) GDPR and more precisely: collection, registration, organization, storage, consultation, processing, modification, selection, extraction, comparison, use, interconnection, blocking, communication, cancellation and destruction of data. Personal data are subjected to both paper and electronic processing. The Data Controller will process personal data for the time necessary to fulfill the purposes for which they were collected and related legal obligations..

2.4 Scope of the processing

The data is processed by internal subjects duly authorized and trained in accordance with Article 29 of the GDPR. It is also possible to request the scope of communication of personal data, obtaining precise information on any external subjects who operate as managers or independent data controllers (consultants, technicians, banks, transporters, etc.) The data may be transferred outside the EU as part of the management of international contracts, in compliance with the conditions set out in Chapter V of the GDPR, aimed at ensuring that the level of protection of the data subjects is not compromised "*Article 45 Transfer on the basis of an adequacy decision, Article 46 Transfer subject to adequate guarantees, Article 47 Binding corporate rules, Article 49 Specific exemptions*". The data are not subject to automated processes that produce significant consequences for the data subject.

3) POLICY UPDATE

It should be noted that this information may be subject to periodic review, also in relation to the relevant legislation and jurisprudence. In the event of significant changes, appropriate evidence will be given on the home page of the site for a suitable time. However, the interested party is invited to periodically consult this policy.