

POLICY FOR PROCESSING PERSONAL DATA OF USERS OF THE WWW.AGENZIA-ANNA.COM WEBSITE

Information on the processing of personal data pursuant to Article 13 of EU Regulation 679/2016 and the Privacy Code as amended by Legislative Decree 101/2018

1. FOREWORD: DEFINITIONS

Personal data: shall mean any information relating to an identified or identifiable natural person ('data subject'); an identifiable person is one who can be identified, directly or indirectly, by reference in particular to identification data such as a name, an identification number, location data, an online username or to one or more features of his or her physical, physiological, genetic, mental, economic, cultural or social identity.

Processing: shall mean any operation or set of operations which is performed upon personal data or sets of personal data, whether or not by automatic means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, comparison or combination, restriction, cancellation or destruction.

Special categories of personal data: this means personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, as well as genetic data, biometric data, intended to uniquely identify a natural person, data concerning a person's health or sexual life or sexual orientation.

Data controller: shall mean the natural or legal person, public authority, service or other body which alone or jointly with others determines the purposes and means of the processing of personal data.

2. DATA CONTROLLER

The Data Controller is ANNA DALLA BONA (Tax Id. Nr.: DLLNNA66P66G914H / VAT Nr.: 02508530272) in her capacity as owner of the personally managed company bearing the same name, with registered office in Viale dei Ginepri n. 118, 30028, San Michele al Tagliamento (VE), Fraz. Bibione Pineda, e-mail: info@agenzia-anna.com; Certified mail: agenzia-anna@pec-mail.it, tel. +39 0431430941.

3. TYPE OF DATA, PURPOSE AND LEGAL BASIS FOR PROCESSING

(a) Browsing data

The personal data processed are only those that are provided by users while browsing and whose transmission is implicit in the use of internal communication protocols, such as the IP address, the operating system, the browser used and other information collected through the cookies installed on the Site, whose specific COOKIE POLICY ([inserire link](#)). This data is used only to obtain anonymous information about the Site. The legal basis for the processing is the legitimate interest of the Data Controller.

b) Data provided by the user by filling in the contact form

These are personal identification data (such as name, surname, e-mail address, telephone number) provided by users when filling in the contact form. The purpose of the processing is the fulfilment of the contact request made by the user.

The legal basis for the processing is the fulfilment of pre-contractual measures at the request of the interested party.

c) Subscription to the newsletter service

The user's e-mail address is required for subscription to the newsletter service. The purpose of the processing is the provision of the service requested. The legal basis is the user's consent, which can be revoked at any time.

4. COMPULSORY PROVISION OF DATA

The provision of the data referred to in point 3 letter a) is required to allow navigation on the site.

The provision of the data under 3 b) and c) is optional.

5. METHODS OF PROCESSING AND COMMUNICATION OF DATA TO THIRD PARTIES

Data may be processed by means of the collection, recording, storage, processing and deletion of data using both paper and electronic instruments. The data shall not be subject to dissemination or automated decision-making.

They may be communicated to data processors, such as employees and collaborators of the Data Controller, third parties (companies and professionals) who provide services on behalf of the Data Controller relating to the functionality of the site, business operations and the fulfilment of contractual, legal and administrative obligations.

Finally, data may be transmitted to the police and to judicial and administrative authorities, in accordance with the law, for the detection and prosecution of criminal offences, the prevention and protection against threats to public safety, as well as to enable the data controller to exercise or protect a right of its own or of third parties before the competent authorities, as well as for other reasons related to the protection of the rights and freedoms of others.

6. DATA TRANSFER OUTSIDE THE EU

Data are not transferred to non-EU countries.

7. DATA RETENTION PERIOD

The data provided will be stored for a limited period of time, for the purposes indicated in point 4 above:

- Browsing data are stored for the time necessary to provide the service and then immediately deleted, except as provided for cookies in the specific COOKIE POLICY ([inserire link](#));
- The data provided through the contact form are kept for the time necessary to process the request.

8. RIGHTS OF THE DATA SUBJECT

The data subject is entitled to exercise the following rights in relation to the personal data covered by this notice, as provided for and guaranteed by the Regulation:

- Right of access and rectification (Art. 15 and 16 of the Regulation): you have the right to access your personal data and to request that they be corrected, amended or supplemented.
- Right to data deletion (Art. 17 of the Regulation): in the cases provided for in the applicable legislation, you may request the deletion of your personal data;
- Right to restriction of processing (Art. 18 of the Regulation): you have the right to request the restriction of the processing of your personal data in the event of unlawful processing or contestation of the accuracy of your personal data by the data subject;
- Right to data portability (Art. 20 of the Regulation): you have the right to request to obtain, by the Data Controller, your personal data in order to transmit them to another Data Controller, in the cases provided for in the aforementioned article.
- Right to lodge a complaint (Art. 77 of the Regulation and Art. 141 of Legislative Decree 101/2018): you have the right to lodge a complaint before the competent Data Protection Authority if you believe that a violation of your rights has occurred, or is occurring, with regard to the processing of your personal data (more information on this from www.garanteprivacy.it).
- Right to withdraw the consent given (Art. 13 of the Regulation): for the processing of personal data whose legal basis is consent, you have the right to withdraw your consent at any time by contacting the Data Controller as indicated below.

9. WAYS OF EXERCISING RIGHTS

At any time, the data subject may exercise his/her rights with regard to the personal data processed by the Data Controller by sending a specific written request to exercise his/her rights to the Agency's contact details.