

OUR CORPORATE PRIVACY POLICY

This privacy policy explains how our company process and uses the personal data you provide us directly. The information here below refers only to the website www.paperline.i/en and not the the third party websites accessible trough the link contained into our website.

WHO IS THE DATA CONTROLLER

The data controller is **CONVERTING & TRADE S.R.L. UNIPERSONALE** Via E. Mattei, 1/3 Fratte di Sassofeltro (RN) 47869 Part. I.V.A. 02570920419 certified email: lacommerciale.pec@legalmail.it

Personal data are collected by the Data Controller by means of registration and storage in our paper and IT databases.

Processing is based on the principles of correctness, lawfulness, transparency, purpose and conservation limitation, data minimisation, accuracy, integrity and confidentiality and accountability.

WHICH PERSONAL DATA WE DO COLLECT

We collect these types of data:

- **Personally identifiable information** (name, email address, phone number, tax number, physical address, payment details, etc.)
- **Data communicated by the data subject**
- **Information contained in messages.** The optional, explicit and voluntary sending of messages to the contact addresses, as well as the compilation and forwarding of the forms on the website of the Data Controller, involves the acquisition of the contact data of the sender, necessary to respond, as well as all personal data included in communications.
- **Navigation data.** The computer systems and software procedures for the operation of a website acquire, during their normal operation, some personal data whose transmission is implicit in the use of Internet communication protocols. This data category includes the IP addresses or domain names of computers and terminals used by users, the addresses in URI/URL (Uniform Resource Identifier/Locator) notation of the resources requested, 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 (good end, error, etc.) and other parameters related to the operating system and the computer environment of the user. For more information please refer to the cookies policy of this site.
- **Cookies.** Our website uses cookies in order to provide a browsing and shopping experience modeled as much as possible around your needs and preferences. Through technical cookies ensures that each visit to the site should not receive or enter the same information. Cookies are also used to optimize the performance of the website: they make it easier both the final purchase process and the fast search for specific items and products within the site.

For more information on cookies of our website please check our cookies policy.

HOW WE DO COLLECT PERSONAL DATA

You provide most of the data we collect directly to our company. We collect and process data when:

- You register online or place an order for any of our products or services.
- Send us a message via contact forms or via email
- Use or view our website through browser cookies.

HOW WE WILL USE YOUR PERSONAL DATA AND WHY

Our company will use your personal data for the following purposes:

A. Allow you to use our web services. The processing of your personal data is necessary to allow you to browse our website <https://paperline.it/it/>

These data are also processed for:

- obtain aggregated and anonymised statistical information relating to the use of the Site (such as the most visited pages, the number of visitors by time or day, geographical areas of origin, etc.).
- to check the proper functioning of the services offered

For more information on the collection, use and retention times of navigation data, please refer to the cookie policy.

B. Register to your account. In relation to the data provided by you by filling in the registration form, your data will be processed in order to allow you to register on the platform, access it and use the services reserved for registered users. Without their processing we cannot register you to the platform, access your account and use our services.

C. Process your order. The processing of your personal data is necessary to carry out your order. Without their treatment we can not process it.

D. Respond to your requests. The processing of your data is necessary to allow us to manage and respond to your requests that may be received through the forms on the site and/ or via email.

In these cases the processing of your personal data is necessary to execute a contract or pre-contractual measures.

E. Manage administrative, accounting, tax, and legal obligations. As a result of the purchases you have made, we must carry out activities of an organizational, administrative, financial and accounting nature.

The processing of your personal data for this purpose is necessary, as it is strictly essential to be able to comply with legal obligations.

HOW LONG WE DO KEEP YOUR PERSONAL DATA- RETENTION TIME

The data subject to processing will be stored for a limited period of time depending on the purpose for which they were collected. At the end the data will be deleted or made anonymous. The retention period is different depending on the purpose of the processing, in particular:

- for the management of your account will be kept until the cancellation of the account;
- for the processing of your order will be kept until the conclusion of all formalities and subsequently filed in accordance with legal obligations for administrative, accounting and tax obligations (ten years);
- If we send newsletters Your personal data will be processed until you decide to unsubscribe from the service and in any case for a period not exceeding 3 years from the date of registration, after which you will be asked to renew your consent.

TO WHOM WE CAN COMMUNICATE YOUR DATA

Your personal data is communicated:

- to staff specially authorised and trained by the Data Controller in the context of their duties;
- companies or consultants in charge of the installation, maintenance, updating and, in general, the management of the hardware and software of the site;

- companies responsible for sending commercial communications by email;
- companies that carry out activities of logistic support and/or warehouse and/or packaging and/or shipping and delivery or collection of products purchased on our website;
- companies providing support in carrying out market studies;
- to professionals and external consultants for the fulfilment of legal obligations.

Apart from the cases described above, personal data will not be communicated, disseminated, transferred or otherwise transferred to third parties for illicit purposes or not related to the purposes described above and, in any case, without making appropriate information to the data subjects and obtaining their consent, if required by law.

It is subject to the possible communication of data at the request of the Judicial Authority or Public Security, in the manner and in the cases provided for by law.

DO WE TRANSFER YOUR DATA TO THIRD COUNTRIES ?

Your personal data may be transferred abroad, even to non-EU countries, after verification of the standard contractual clauses approved by the European Commission (art.46 GDPR) or of the binding rules for the company (art.47 GDPR) or, in the absence, by virtue of one of the derogatory measures referred to in art. 49 GDPR.

YOUR RIGHTS TO DATA PROTECTION

Our company would like to ensure that you are fully aware of all your data protection rights. Every user is entitled to the following:

The right of access

You have the right to request copies of your personal data from us. We could charge you a small fee for this service.

The right to rectification

You have the right to request that our company correct any information that you believe is incorrect. You also have the right to request our company to complete information that you believe is incomplete.

The right to erasure or restriction of processing

You have the right to request that our company delete your personal data.

The right to restrict processing

You have the right to request that our company limits the processing of your personal data in the cases indicated in art.18 GDPR;

The right to object to processing

You have the right to object to the processing of your personal data by our company for the purposes of marketing and profiling;

The right to data portability

You have the right to request that our company transfer the data we have collected to another organization, or directly to you, in the cases indicated by Article 20 GDPR.

If you make a request, we have a month to respond. If you wish to exercise any of these rights, please contact us at our administration email

HOW TO CONTACT US ?

If you have questions about our company's privacy policy, the data we hold about you, or if you wish to exercise any of your data protection rights, please contact us.

Write us at: amministrazione@convertingtradesrl.com

HOW YOU CAN CONTACT THE COMPETENT AUTHORITY

If you wish to report a complaint or if you believe that our company has not addressed your concern satisfactorily, you can contact the Office of the Guarantor by following the instructions given at the following link

<https://www.garanteprivacy.it/home/docweb/-/docweb-display/docweb/4535524>

CHANGES TO OUR CORPORATE PRIVACY POLICY

Our company keeps your privacy policy under regular control and places any updates on this web page.