

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 <https://convertingtradesrl.com/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 Sassofeltrio (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

When we talk about "personal data" in this Policy, we mean data relating to the data related to the subject that can be a visitor to the site, a customer or a potential customer.

Personal data includes your name, email address, phone number, company, province and additional information contained in the message.

We process the data voluntarily made by the user, by filling in the forms present in some sections of the Site or by sending e-mail messages to the e-mail addresses indicated or accessible through links on the Site, for purposes related to the provision of services offered through the Site.

WHY AND HOW WE DO USE PERSONAL DATA

In particular, the personal data provided by the data subject will be processed for the following purposes:

A. Check for user requests. In relation to the data provided by filling in the "contact form", in order to respond to your requests for information, for a quote, or other information contained in the text of the message. Our contact person will contact you in order to meet your requests or organize the meeting. Without their treatment we cannot respond to your requests.

In these cases, the processing of your personal data is necessary to implement pre-contractual measures.

HOW LONG WE DO KEEP YOUR PERSONAL DATA- RETENTION TIME

The data subject to processing will be stored for a limited period of time. 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:

- The data provided by sending e-mails or filling in the contact forms on the site will be kept for the time necessary to provide feedback.

METHODS OF PROCESSING

Personal data are processed with automated tools for the time necessary to achieve the purposes for which they were collected. Specific security measures are observed to prevent data loss, unlawful or incorrect use and unauthorized access.

TRANSFER OF YOUR DATA TO THIRD PARTY COUNTRIES

Your personal data may be transferred abroad, even to non-EU countries, subject to 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.

TO WHOM WE COMMUNICATE YOUR DATA

Your personal data is communicated:

- to collaborators and employees specially authorized and trained by the Data Controller within the scope of their competences and duties;
- providers of the services offered through the Site or connected to its operation acting as data processors (e.g. web hosting service, newsletter service);
- any service companies for the performance of secretarial, communication and marketing services, with particular regard to the response to requests from users, the organisation and development of marketing initiatives and campaigns, as data controller;

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.

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 YOU CAN CONTACT US

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

Write to 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.