

# 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](mailto: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:**

Filling out and submitting the contact forms on our Website or sending emails to the email address indicated or accessible via the link on the Site, the data provided by telephone to the numbers on the Site,

involves the acquisition of the sender's contact data necessary to respond, as well as all the personal data included in the communications.

- **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 site does not use cookies for direct user profiling. For more information on the cookies used, please refer to the cookies policy of this site.

## **PURPOSE OF THE PROCESSING, LEGAL BASIS, DATA RETENTION PERIOD AND NATURE OF THE PROVISION**

### **WE DO COLLECT DATA FOR THE FOLLOWING USES**

A) Allow you to use our web services. the processing of your personal data is necessary to allow you to navigate our site. such data is also processed to:

- obtain aggregate and anonymous statistical information relating to the use of the site (such as, for example, most visited pages, number of visitors per time slot or day, geographical areas of origin, etc.).

- check the correct functioning of the services offered.

- activity strictly necessary for the operation of the site and the provision of the navigation service on the platform.

DATA RETENTION PERIOD: for the duration of the browsing session.

B) Respond to and manage your requests. The processing of your data is necessary to allow us to manage and respond to your requests that may be received via the forms on the site, via mail or by telephone.

DATA RETENTION PERIOD: for the time necessary to provide feedback.

PROCESSING METHODS: 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 the loss of data, illicit or incorrect use and unauthorized access.

### **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](mailto: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.

LAST UPDATE: DECEMBER 2024