

# **INFORMATION ON THE PROCESSING OF PERSONAL AND/OR COMPANY DATA AND FREE CIRCULATION OF DATA**

## **- EU REGULATION 2016/679 -**

The EU Regulation 2016/679 of 27/04/2016 ("Protection of natural persons with regard to the processing of personal data, as well as the free circulation of such data") provides for the protection of persons and other subjects regarding the processing of personal data.

The processing of personal and / or business data will be based on principles of correctness, lawfulness and transparency and protection of the privacy and rights of data subjects (Articles 5-6).

Pursuant to the aforementioned Regulation, we provide the following information:

### **1. PURPOSE AND MODE OF DATA PROCESSING**

The data supplied to us will be used exclusively for purposes strictly connected and instrumental to the insertion of personal data in the company data bases and contracts related to the typical activities of the company.

The treatment will be carried out through paper and computerized media by the owner, by the person in charge and by the designated persons appointed with the observance of every precautionary measure that guarantees its security and confidentiality. The data processing system at our company has in fact been designed with maximum security requirements, techniques and behaviors able to prevent any problems.

Data retention is carried out for a period useful to the availability of data by the company. If such availability is no longer necessary, the data will be deleted and - where possible - appropriate communication will be given to the interested party, except in the case where this fulfillment proves impossible or involves a use of clearly disproportionate means.

When the processing, where it foresees in particular the use of new technologies, considering the nature, the object, the context and the purposes of the processing, may present a high risk for the rights and freedoms of the natural persons, the data controller perform, before proceeding with the treatment, an assessment of the impact of the treatments envisaged on the protection of personal data. In this case, before proceeding with processing, the holder shall consult the supervisory authority if the data protection impact assessment indicates that the processing would present a high risk in the absence of measures taken by the controller to mitigate the risk.

### **2. NATURE OF DATA COLLECTION AND CONSEQUENCES OF AN EVENTUAL FAILURE**

The provision of data is voluntary and subject to proposals, promotions, notices and data collection forms published on our website. Failure to provide it, if expressly requested, will not give rise to adherence to the aforementioned information and / or cataloging, promotion and invitation services.

### **3. COMMUNICATION AND DIFFUSION OF DATA**

The data provided for the aforementioned purposes can not be disclosed to third parties without the explicit consent of the interested party.

In case of explicit consent lent by the interested party, the data can be communicated:

- to all natural and legal persons in cases where communication is necessary for the purposes described above;
- to our collaborators and employees specifically appointed and within the scope of their duties;
- Public Entities with whom we work in various capacities.

For the same purposes, only if necessary, the data may be transferred outside the national territory in the countries belonging to the European Union.

The data will not be transferred to countries outside the European Union or to international organizations that do not meet the data protection adequacy standards, unless the transfer is essential to comply with specific contractual obligations, for important reasons public interest or to exercise and defend a right in court. In this case the explicit consent provided by the interested party will always be indispensable.

#### **4. RIGHTS OF THE INTERESTED PARTY (CHAPTER III OF THE REGULATION)**

At any time the person concerned may exercise his / her rights towards the data controller pursuant to the aforementioned Regulation, which we summarize for your convenience.

4.1 The interested party has the right to obtain confirmation of the existence or not of personal data concerning him / her, even if not yet registered, and their communication in intelligible form.

4.2 The interested party has the right to obtain the indication: a) of the origin of personal data; b) of the purposes and methods of the processing; c) of the logic applied in case of treatment carried out with the aid of electronic instruments; d) of the identifying details of the holder, the responsible persons and the designated representative; e) of the subjects or categories of subjects to whom the personal data may be communicated or who can learn about them as appointed representative in the territory of the State, managers or agents.

4.3 The interested party has the right to obtain: a) updating, rectification or, when interested, integration of data; b) cancellation (exercise of the right to be forgotten), limitation of data processing in cases governed by the Regulations, transformation into anonymous form or blocking of data processed in violation of the law, including those whose retention is not necessary in relation to the purposes for which the data were collected or subsequently processed; c) the attestation that the requested operations referred to in subparagraphs a) and b) have been regularly carried out and / or brought to the attention, including as regards their content, of those to whom the data have been communicated or disseminated, with the exception of where such fulfillment proves impossible or involves a use of means manifestly disproportionate to the protected right.

4.4 The interested party has the right to object, in whole or in part: a) for legitimate reasons, to the processing of personal data concerning him / her, even though they are relevant to the purpose of the collection; b) to the processing of personal data concerning him for the purpose of sending advertising or direct sales material or for carrying out market research or commercial communication. The data controller in these cases refrains from further processing personal data unless he demonstrates the existence of binding legitimate reasons for proceeding with the processing that prevail over the interests, rights and freedoms of the data subject or for verification, exercise or defense of a right in court.

All rights are exercised with a request addressed to the owner or manager, also through a person in charge, who is provided with no unjustified delay (within a maximum of 30 days). The request addressed to the owner or manager can also be sent by registered letter, fax or e-mail.

#### **5. VIOLATION OF PERSONAL DATA**

In the event of a breach of personal data, the controller shall notify the competent supervisory authority in accordance with Article 55 without undue delay and, where possible, within 72 hours from the time he became aware of it, unless that it is unlikely that the violation of personal data presents a risk to the rights and freedoms of individuals. The controller will document any violation of personal data, including the circumstances surrounding it, its consequences and the measures taken to remedy it.

When the violation of personal data presents a high risk for the rights and freedoms of natural persons, the data controller communicates the violation to the interested party without undue delay. The communication contains the nature of the violation of personal data and the information and measures required by the Regulations. The data subject will not be disclosed if one of the following conditions is fulfilled: a) the data controller has put in place adequate technical and organizational protection measures and these measures have been applied to the personal data object of the violation, in particular those intended to make personal data incomprehensible to anyone who is not authorized to access it, such as encryption; b) the data controller has subsequently taken measures to prevent the occurrence of a high risk for the rights and freedoms of the data subjects referred to in paragraph 1; c) communication would require disproportionate efforts. In this case, a public communication or a similar measure is taken, through which the data subjects are informed with similar effectiveness.

## **6. HOLDER OF THE TREATMENT**

The data controller is Eta Beta S.a.s. with registered and operative office in Via S. Giacomantonio, 4 / A - 87100 Cosenza, in the person of its legal representative.

## **7. CONTACT DETAILS**

Any communication, disclosure or complaint relating to the contents of this section regarding the processing of personal data will be sent in writing to the following addresses:

Email: [direzione@etabetaformazione.it](mailto:direzione@etabetaformazione.it)

Telefax: 098435697

Postal services: ETA BETA S.a.s., via Stanislao Giacomantonio n. 4/A, 87100 Cosenza.

For anything not provided for in this Notice and for any clarification, please refer to the full text of the Rules, available at the following address:

<http://eur-lex.europa.eu/legal-content/IT/TXT/?uri=CELEX%3A32016R0679>

**© 2020 ETA BETA Web Development Division. All rights reserved.**