

# Privacy and Cookies Policy

## Privacy Policy - EU Rules 679/2016 for General Data Protection Regulation (GDPR)

### 1. Controller of the data processing

**Grafiche Filacorda**, with registered offices in V.le Palmanova, 464/28 – 33100 – Udine- Italy, registered number (P.IVA) IT01924180308 (hereinafter referred to as Controller ) informs you that in accordance with art. 13 D.Lgs. 30.6.2003 n. 196 (from now on Privacy Policy) and art. 13 UE General Data Protection Regulation n. 2016/679 (hereinafter referred to as 'GDPR'), Your data will be dealt with in accordance with what follows.

### 2. Subject Matter of the Processing

Your personal data: identifiers such as name, surname, business name, address, phone number, email - hereinafter referred to as 'personal data' or simply 'data' - that you provided when you submitted your contact request using the form on our site and that are necessary for the completion of the service.

### 3. Purposes of the processing

The processing is solely about the sending of the contact request. The data that are submitted **are not stored in any server**

### 4. Methods of processing

The data are received by email and are not processed in any way since they are not stored in any server. Your personal data are not processed either on paper or by electronic or automated means.

### 5. Access to data

Only the people in charge of the reply to your request will have access to your data

### 6. Use of Information

We will not share your information with any third party outside of our organization

### 7. Right to access to personal data and other rights

As interested party, you have the right:

- i. to obtain the confirmation of the existence or not of personal data concerning the same party, even if they haven't been registered, and communication to this effect in an intelligible form.
- ii. to obtain information on the: a) origin of the personal data; b) purpose and conditions of the processing; c) logic applied in the case of processing done with electronic instruments; d) details of the controller, the processors and the appointed representative in accordance with article 5, paragraph 2, Privacy Policy and art. 3, paragraph 1, GDPR; e) subjects or categories of subjects to whom the personal data can be communicated or that may learn of the same as the appointed representative in the territory of the state, processors or persons responsible for the data.
- iii. to obtain: a) the revision, the correction and in other words the integration of the data, when this is in their interest; b) the cancellation, transformation in anonymous form or blocking the data treated in violation of the Act, including data that doesn't need to be kept for the purposes for which the data was collected or subsequently processed; c) the declaration that the operations in letters a) and b) have been brought to the knowledge, also regarding the content of the same, of those the data has been communicated to or distributed to, with the exception of the case in which this fulfilment is impossible or involves the use of means that are clearly disproportionate with respect to the protected right.

- iv. to oppose, in whole or in part: a) for legitimate reasons, the processing of their personal data, even if relevant to the purpose of the collecting; b) the processing of their personal data for the purpose of sending advertising or promotional material or for direct sale or for market research or commercial communications, by automated means without operator, by email and/or by traditional marketing such as telephone calls or letters. The right to oppose of the interested party, as referred to in b) , for the purpose of direct marketing by automated means extends to traditional ones and anyway the interested party has the right to oppose also only in part. The interested party can therefore decide to receive communication only by traditional means or only by electronic ones or none of these.

When applicable, the interested party has also the rights in accordance with articles 16-21 GDPR (right to rectification, right to erasure ('To be forgotten'), right to restriction of processing, right to data portability, right to object), in addition to the right to lodge a complaint with a Supervisory Authority

### 8. Modalities for the exercise of the rights of the data subject

The interested party will be always able to exercise their rights sending:

- a registered letter to **Grafiche Filacorda**, with registered offices in V.le Palmanova, 464/28 – 33100 – Udine- Italy;
- an email to **info@grafichefilacorda.it**

## Cookie Policy

### 1. What are Cookies?

A cookie is a short text sent to your browser when a website is visited. It enables the site to store information about your visit, such as your preferred language and other settings. This can facilitate your next visit and increase the usefulness of the site.

Cookies are used for various purposes, to store your preferences, for example, or to count the number of visitors or for registration and authentication procedures etc..

**Session Cookies** ensure the proper functioning and navigation of the site. They are stored only temporarily during browsing session and are deleted from your device when the browser is closed. Your consent is not needed for session cookies

The **functionality cookies** used by the site are essential for the site to work and consent is not needed for them either.

### 2. Third Party Cookies

This site is also an **intermediary for third party cookies**, which are used to give the visitors some functionalities and also to improve the use of the site itself. This site has no control on third party cookies, which are completely managed by different organizations. As a consequence, you should check the relevant third party's website for information about the use of such cookies, their function and the ways to disable them.

This site uses also the following services provided by third party's websites

- google analytics which use cookies (performance cookies) to collect and analyze information anonymously (Google truncates your IP) only to see how users use the site . You can learn more about cookies of Google Analytics at the following link [Google Analytics Cookie Usage on Websites](#). and opt out of them by downloading the Google Analytics opt-out browser add-on, available at <https://tools.google.com/dlpage/gaoptout>.

You can learn more about Google's practices by going to <http://www.google.com/policies/privacy/partners>, or to <https://policies.google.com/technologies/partner-sites?hl>

### 3. Types of cookies used by the site

The site uses only:

- session cookies to correctly display the site and maintain the authentication session and language

- functionality cookies to manage the display of the cookie policy

By using this site, you consent to the use of the cookies as described in this Cookies Policy

#### **4. How To Disable Cookies**

You have the right to accept or stop cookies from being stored on your device at any time by modifying the settings in your web browser to reflect your cookie preferences.

Please note that you may not be able to use all the interactive features of the Website and/or Online Courses and Content if cookies are disabled.