

POLICY FOR THE WEBSITE - POLICY FORM

This policy must be added **at the bottom of each data collection form** (e.g. newsletter subscription, practitioner search), together with a *flag* to be placed in a *check box* with the words “**Having read the policy, I hereby authorise the processing of my personal data**”.











The provision of personal data via *flag* must be:

- 1) **necessary** for the purpose that characterises that specific form (e.g. regular provision of services, operational, organisational, management needs, ...);
- 2) **optional** for further purposes, in particular marketing purposes.

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POLICY

According to the European data protection law (Art.13, European Regulation 2016/679) the User acknowledges that **Officine Riva S.p.A.** undertakes to process the User's personal data according to the principles of fairness, lawfulness and transparency and protection of confidentiality. Therefore, the User is informed that:

	A. CATEGORIES OF DATA: the object of the processing may be your personal data such as personal data, contact data, access data and identification data (username, password, IP address, log)
	B. DATA CONTROLLER: the data controller is Officine Riva S.p.A., Via Pergola, 9 – 23900 LECCO (LC), VAT number 00673550133 , contactable by telephone on 0341368277 or by info@officineriva.it
	C. SOURCE OF PERSONAL DATA: the personal data retained by the Data Controller are collected directly from the data subject.
	D. PURPOSE OF DATA PROCESSING AND LEGAL BASIS: the processing of your data, collected and archived in relation to the completion of this form, has your consent as its legal basis and is carried out for the following purposes: to provide you with estimates or assistance services and technical support required
	E. RECIPIENTS OF THE DATA: within the limits relevant to the processing purposes indicated, your data may be communicated, if necessary, to other subjects connected to the processing activities, internal and external to the Data Controller, such as employees and similar, partners, consultancy companies , private companies. Your data will not be disclosed in any way.
	F. TRANSFER OF DATA TO THIRD COUNTRIES: the data collected are not transferred to third countries outside the European Economic Area.
	G. RETENTION PERIOD: the data collected will be stored for a period of time not exceeding the achievement of the purposes for which they are processed (" <i>retention limitation principle</i> ", art.5, GDPR) or according to the deadlines established by the regulations of law. Verification of the obsolescence of the data stored in relation to the purposes for which they were collected is carried out periodically.
	H. RIGHTS OF THE DATA SUBJECT: the data subject always has the right to request from the Data Controller access to their data, the rectification or erasure of the same, the limitation of the processing or the possibility to oppose the processing, to request the portability of the data, to revoke consent to processing by asserting these and other rights provided by the GDPR by simple communication to the Data Controller. The data subject can also lodge a complaint with a supervisory authority
	I. OBLIGATION TO COMMUNICATE DATA: we inform you that the provision of data is optional for some fields and for others (indicated by an asterisk) mandatory and their failure to provide them will result in the failure to perform the requested service.
	J. DATA PROCESSING METHODS: the personal data provided by you will be the subject of processing operations in compliance with the aforementioned legislation and the confidentiality obligations which inspire the Data Controller's activity. The data will be processed both with IT tools and on paper and on any other type of suitable support, in compliance with the appropriate security measures in compliance with the GDPR.

This information must be added at the bottom of the "Contact" form, together with *flags* to be placed in a *check box* with the following wording:

Pursuant to GDPR 2016/679,

- Having read the policy for the processing of personal data of Officine Riva, S.p.A., I hereby authorise the processing of my personal data for the aforementioned purpose.

N.B. The underlined part must lead to a link containing the following information.