



**DOC 7. INFORMATION REGARDING THE PROCESSING OF PERSONAL DATA CARRIED OUT THROUGH THE CONTACT FORM ON THE COMPANY'S WEBSITE IN CONFORMITY TO ARTICLES 13 AND 14 OF EU REGULATION 679/2016**

Dear Mr/Mrs/Ms .....

Entostudio Srl, with registered and operations office at Via del Lavoro 66, 35020 Ponte di San Nicolò (PD), Italy, Tax Code and VAT No. 03951900285, tel (+39) 049 7402487, fax (+39): 049 7402487, email [info@entostudio.com](mailto:info@entostudio.com), certified email address [entostudio@pec.it](mailto:entostudio@pec.it), in the person of its present legal representative in the capacity of the Controller of your personal data, informs you as follows.

Your personal data will be processed on the basis of the principles of fairness, lawfulness, transparency, proportionality and for the purposes laid down in Italian Legislative Decree 196 of 2003 as supplemented by EU Regulation 679/2016; they will be processed in the interests of the protection of your privacy and for the safeguarding of your rights in compliance with the said legal provisions.

The personal data you provide will be processed as set out below.

**A. DESCRIPTION AND PURPOSES OF PROCESSING**

**1. Processing of our reply.** The personal data gathered through the contact form will be processed for the sole purpose of providing you with the information you request. Hence the request for information will be sent to the competent office and handled by authorised personnel duly trained to process your data in conformity to the provisions of Italian Legislative Decree 196 of 2003, supplemented by those of EU Regulation 679/2016.

**2. Processing of data for sending promotional material by newsletter.** The personal data gathered as a result of your sending a request may only be processed by the Data Controller with your consent, for the purpose of sending you promotional material by email.

**B. CATEGORIES AND SOURCE OF PERSONAL DATA PROCESSED**

Solely the personal identification data gathered through the contact form necessary in order to identify you and send you a reply to your question will be processed.

**C. METHOD OF PROCESSING AND DISSEMINATION OF DATA**

The personal data requested by the Controller will be processed manually and in computerised form in compliance with the provisions of the current laws governing the protection of personal data, solely by formally authorised personnel suitably trained in carrying out processing operations in full observance of your privacy and the instructions given by the Controller.

The data provided will not be disseminated, sold or exchanged with third parties other than for the fulfilment of contractual obligations or current provisions of domestic or European laws and/or regulations, or in the event of the commission of unlawful acts.

Your data will not be processed by automated means, will not be transferred to third parties or transferred to non-EU countries or international organisations.

**D. STORAGE TIMES**

**1. Processing our reply.** Your request and the personal data contained in it will be kept for the time strictly necessary for the preparation of a reply and in any case for not more than 15 days after the date your request has been received.

**2. Processing of data for sending promotional material by newsletter.** 24 months after you give your consent.



## E. DATA SUBJECT'S RIGHTS

You may exercise your rights at any time under Italian Legislative Decree 196 of 2003 as supplemented by EU Regulation 679/2016 by making a request by phone to (+39) 049 7402487, by fax to (+39) 049 7402487, by email to [info@entostudio.com](mailto:info@entostudio.com) or by certified email to [entostudio@pec.it](mailto:entostudio@pec.it).

- Right of access to your personal data. You have the right to obtain from the Data Controller confirmation as to whether or not personal data concerning you are being processed. If that is the case, you have the right to obtain access to your personal data and the following information: the purposes of their processing; the categories of personal data processed; the recipients or categories of recipients to whom your personal data have been or will be disclosed, particularly if such recipients are located in third countries or are international organisations; where possible, the period during which your personal data will be stored or the criteria used to determine this period; the existence of an automated decision-making process, including profiling as per Article 22 (1) of the EU Regulation, and at least in those cases, information regarding the logic involved and the consequences of processing for you as the Data Subject.

The Data Controller will provide a copy of the personal data being processed unless its issue injures the rights or liberties of other data subjects.

- Right to rectification. You have the right to obtain from the Controller, without undue delay, the rectification of inaccurate personal data concerning you. Taking the purpose of their processing into account, you shall also have the right to have incomplete personal data completed.
- Right to erasure. You have the right to obtain from the Controller the erasure of personal data concerning you if they are no longer necessary in relation to the purposes for which they were gathered or processed; if you withdraw the consent on which processing is based and there are no other legal grounds for processing them; if you object to their processing and there are no overriding legal reasons for their processing; if your personal data have been processed unlawfully; or if your personal data must be erased in order to comply with an obligation imposed by Italian or EU laws or regulations.
- Right to restriction of processing. You have the right to obtain from the Controller the restriction of the processing of your personal data if you contest their accuracy, for the period necessary for the Controller to verify their accuracy; if their processing is unlawful and you ask for their use to be restricted instead of being erased; if you need the personal data for establishing, exercising or defending a right in judicial proceedings even if the Controller no longer needs them; if you have opposed their processing pending verification of whether the legitimate grounds of the Controller override those of the Data Subject. If processing is restricted, your personal data will only be processed, with the exception of storage, with your consent or for establishing, exercising or defending a right in judicial proceedings; for safeguarding the rights of another natural or legal person; or for reasons of public interest.
- Right to object to processing. You have the right to object to the processing of your personal data, including profiling, at any time. The Data Controller shall abstain from further processing of your personal data unless he demonstrates compelling legitimate grounds for processing them which override your interests, rights and liberties or for establishing, exercising or defending a right in judicial proceedings.



- Right to withdraw consent. You have the right to withdraw your consent to the processing of your personal data at any time by making a request by phone to (+39) 049 7402487, by fax to (+39) 049 7402487, by email to [info@entostudio.com](mailto:info@entostudio.com) or by certified email to [entostudio@pec.it](mailto:entostudio@pec.it). Withdrawal of consent does not affect the lawfulness of processing based on consent given previously.
- Right to portability of data. You have the right to receive the personal data concerning you that have been provided to a data controller in a structured, commonly used and readable format from an automatic device and the right to transmit the data to a different data controller without any impediment on the part of the controller to whom you have provided them if their processing is based on your consent or on a contract and if processing is carried out by automated means.
- Right to lodge a complaint to the Italian Data Protection Authority. You have the right to lodge a complaint with the Authority by delivering the complaint by hand at the Authority's office (at the address given below) or by recorded delivery with acknowledgement of receipt addressed to Garante per la Protezione dei Dati Personali, Piazza di Monte Citorio 121, 00186 Roma, Italy, or by certified email to [protocollo@pec.gpdp.it](mailto:protocollo@pec.gpdp.it).

## F. LEGAL BASIS FOR PROCESSING

**1. Processing our reply.** The Controller will process your data in the manner and for the purposes stated only provided that you consent.

**I CONSENT**

**I DO NOT CONSENT**

You are free to consent or not. If you do not consent, this will prevent the Data Controller from taking up and processing the reply to your request but will not entail any other consequences.

You have the right to withdraw your consent at any time by making a request by phone to (+39) 049 7402487, by fax to (+39) 049 7402487, by email to [info@entostudio.com](mailto:info@entostudio.com) or by certified email to [entostudio@pec.it](mailto:entostudio@pec.it). Withdrawal of consent does not affect the lawfulness of processing based on consent given previously.

**2. Processing of data for sending promotional material by newsletter.** The legal basis for this is your consent given in accordance with Article 6.1 (a) of EU Regulation 679/2016. The Data Controller will process your data in the manner and for the purposes stated only provided that you consent.

**I CONSENT**

STATE THE EMAIL ADDRESS AT WHICH YOU WISH TO RECEIVE COMMUNICATIONS

**I DO NOT CONSENT**

You are free to consent or not. If you do not consent, this will prevent the Data Controller from sending informative and promotional material but will not entail any other consequences.

You have the right to withdraw your consent at any time by making a request by phone to (+39) 049 7402487, by fax to (+39) 049 7402487, by email to [info@entostudio.com](mailto:info@entostudio.com) or by certified email to [entostudio@pec.it](mailto:entostudio@pec.it). Withdrawal of consent does not affect the lawfulness of processing based on consent given previously.