

## **PRIVACY INFORMATION NOTICE**

Users' personal data are used by SIENALINGUE SRL, the Data Controller responsible for the processing, pursuant to the principles of personal data protection established by the GDPR 2016/679 Regulation.

### **METHODS AND PURPOSES OF DATA PROCESSING**

We would like to inform you that data will be processed with the aid of the following means:

- Mixed - electronic and paper

with the following purposes:

- Compliance with legal obligations related to commercial relationships
- Fulfillment of tax or accounting obligations
- Customer registry
- Processing, printing, enveloping and sending of invoices
- Delivery of the product service
- Customer management
- Management of training courses
- Publication of photographic images and videos on the website and social pages
- Contractual relations with customers
- Payment acceptance service

In particular, for the purposes specified below, your data will be processed ONLY on specific acceptance of consent:

- Publication of photographic images and videos on the Internet Site and Social pages

### **LEGAL BASIS**

The provision of data is mandatory for anything required by legal and contractual obligations and, therefore, refusal to supply them in whole or in part may give rise to the impossibility of providing the services requested.

The company shall process users' optional data on the basis of consent, i.e. by express approval of this privacy policy and in relation to the methods and purposes described below.

The legal basis on which the treatment for the common data is based, according to Art.6 of the GDPR Regulation, is:

- Contract.

### **CATEGORIES OF RECIPIENTS**

Without prejudice to communications made in compliance with legal and contractual obligations, all data collected and processed can only be communicated for the purposes specified above to the following categories of data subjects:

- Consultants and freelancers also in associated form;
- External managers;
- Internal managers;

Furthermore, in the management of your data, the following categories of authorized persons and / or internal and external managers identified in writing and to whom specific written instructions have been provided regarding the processing of data may be made known to them:

- BONOMI LUCA, c.f. BNMLCU58P22G273T
- MUZZI ALESSANDRA, c.f. MZZLSN61M44I726J

- SEDDA DANIELA, c.f. SDDN77P561726P
- STUDIO COMMERCIALE GIANLUIGI BOGI, p.iva 00806720520

### CATEGORIES OF PERSONAL DATA

In accordance with the provisions of article 14 of the GDPR Regulation, as data have not been obtained from the data subject, the categories of personal data being processed are reported:

- Identification data (company name or name, ie name and surname of natural persons, address, telephone, fax, e-mail, fiscal data, etc.);
- Name, address or other elements of personal identification (name, surname, age, sex, place and date of birth, private address, work address);
- Recording images with photographic means.

### INFORMATION STRUCTURES

<b>Activity name</b>	<b>Account management</b>
<b>Information structure</b>	BILLING PROGRAM
<b>Structure Type</b>	Internal
<b>Office</b>	Registered office (Siena)

<b>Activity name</b>	<b>Account management</b>
<b>Information structure</b>	SERVER OSRA
<b>Structure Type</b>	Internal
<b>Company name</b>	Registered office (Siena)

<b>Activity name</b>	<b>Customer / user training</b>
<b>Information structure</b>	PC
<b>Structure Type</b>	Internal
<b>Company name</b>	Registered office (Siena)

### RETENTION PERIOD

The data retention period is: Data will be processed for as long as necessary to pursue the current commercial relationship and for the next ten years from their acquisition date.

### RIGHTS OF THE DATA SUBJECT

Pursuant to European Regulation 679/2016 (GDPR) and national legislation, in accordance with the procedures and within the limits established by current legislation, the interested party may exercise the following rights:

- Request confirmation of the existence of personal data concerning him/her (right of access);
- To know its origin;
- Receive intelligible communications;
- To have information about the criteria, the methods, and the purposes of the processing;
- Request the updating, rectification, integration, deletion, transformation into anonymous form and blocking of data processed in violation of the law, including those no longer necessary for achieving the purposes for which they were collected;
- Right of limitation and / or opposition to the processing of data concerning him;
- Right of revocation;
- Right to data portability;
- In cases of consent-based processing, to receive from a data processor the personal data provided to the Data Controller in a structured and readable form, in a format commonly available on electronic devices;
- Right to file a complaint with the Supervisory Authority.



Requests should be addressed to the Data Controller.

The Data Controller of your personal data is SIENALINGUE S.r.l., VAT Number 00512240524

- Email: [booking@dantealighieri.com](mailto:booking@dantealighieri.com)

Responsible for the processing of your data are:

- MUZZI ALESSANDRA, c.f. MZZLSN61M44I726J
  - Email: [dirstudy@dantealighieri.com](mailto:dirstudy@dantealighieri.com)
- SEDDA DANIELA, c.f. SDDDNL77P56I726P
  - Email: [account@dantealighieri.com](mailto:account@dantealighieri.com)