



arlatighislandi

CONSULENZA DEL LAVORO E FISCALE

PRIVACY POLICY

for consultation of the www.arlatighislandi.it website

Prepared in accordance with EU Regulation 2016/679 of 27 April 2016 (GDPR) and Leg. Decree no. 196 of 30 June 2003, as amended by Leg. Decree no. 101 of 10 August 2018

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INTRODUCTION

ArlatiGhislandi (hereinafter 'the Studio') recognises that the protection of individuals with regard to the processing of personal data is a fundamental right. The personal data of people who interact with the web services of the www.arlatighislandi.it website (hereinafter, 'The Site') will be processed in accordance with the provisions laid down by EU Regulation 2016/679 of 27 April 2016 ('GDPR') and by Leg. Decree no. 196 of 30 June 2003. This document indicates the purposes of the processing as well as the technical and organisational measures that ensure compliance of the processing with the current legal provisions.

1. PLACE OF DATA PROCESSING

The Site is hosted on machines managed by an Italian company located in Italy and therefore subject to the provisions referred to in the Introduction. The Company guarantees the highest technological requirements in terms of processing security, also ensuring confidentiality and full compliance with the rules governing the processing of personal data. The Studio carries out periodic checks and controls, and receives accurate reports on hardware configuration on which the site's software has been installed.

2. TYPE OF DATA PROCESSED

Through the site, the Studio collects and processes personal data provided directly and voluntarily by the user during the 'navigation' as well as through the completion of the forms made available on the site. No data shall be disseminated.

2.1. Navigation data

The computer systems and software procedures used to run this website acquire, during their normal operation, some personal data whose transmission is implicit in the use of internet communication protocols. This information is not collected to be associated with identified parties, but by their very nature, could allow identifying users through processing and association with data held by third parties. This category of data includes IP addresses or domain names of computers used by users who connect to the site, URL addresses, the resources requested, the time of the request, the method used to submit the request to the server, the size of the file received in response, the numerical code indicating the reply status given by the server (successful, error, etc.) and other parameters relating to the user's operating system and computer environment. Navigation data are used to i) guarantee the correct functioning of the services of the Site, ii) collect anonymous statistical information on the use of the Site and iii) ascertain responsibility in the event of hypothetical computer crimes against the site; except for the latter case, the data on web contacts are kept for a maximum period of seven days. Specific security measures are taken to prevent loss, illegal or improper use and unauthorised access of data.

2.2. Cookies

No personal data of users is acquired by the site. Cookies are not used to transmit information of a personal nature, nor are so-called 'persistent' cookies of any kind used, i.e. systems to track users. The use of so-called 'session cookies' (which are not permanently stored on the user's computer and which disappear when the browser is closed) is strictly limited to the transmission of session identifiers (consisting of random numbers generated by the server) necessary to enable safe and efficient navigation of the Site. 'Session cookies' used in this site avoid other computer techniques that may infringe the privacy of users as they do not permit acquisition of the user's personal identification data.

2.3. Data provided spontaneously by the data subject to send the curriculum vitae

The spontaneous and optional entering of personal data in the "Work with Us" section of the Site is carried out by the data subject for the purpose of submitting their application, aimed at verifying the existence of the conditions to establish a working relationship or to collaborate with the Studio. Personal data are transmitted by the data subject using the online form provided for this purpose, which can be found in the "Work with Us" section.

Without prejudice to the possibility that the curriculum vitae sent by the data subject as an attachment to the form refers to their belonging to a protected category, the candidate is not required to disclose through the curriculum vitae personal data belonging to special categories that reveal, for example, racial or ethnic origin, political opinion, religious or philosophical beliefs, or trade union membership as well as data relating to the health, sex life or sexual orientation of the data subject. The personal data collected by the Studio through the Site will not be disclosed and will be kept for a period not exceeding 60 days. Pursuant to the provisions of article 111-bis of Leg. Decree no. 196 of 30 June 2003, the information referred to in article 13 of the GDPR will be given to the candidate at the first useful contact.

3. RIGHTS OF DATA SUBJECTS

During the period of retention of the data subject's personal data referred to in paragraphs 2.1, 2.2 and 2.3, the data subject may exercise the right to:

- obtain confirmation as to whether or not personal data concerning them are being processed and to know the content and origin of said data
- rectify, cancel, limit and oppose the processing.

Pursuant to the aforesaid article, data subjects have the right to ask for the complete cancellation, transformation into anonymous form or blocking of data processed in violation of the law, and in any case, can oppose the processing of their data for legitimate reasons.

4. CONTACTS AND REFERENCES

Any request relating to the processing of personal data referred to in this policy can be addressed to the following email address: studio@arlatighislandi.it.


Studio Arlatighislandi e AGCV Risorse S.r.l.