

## PRIVACY POLICY

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This page describes the procedures to manage the website in terms of processing of personal data of users who access it. This privacy policy is made to comply with art. 13 of the General Regulations on data protection 16/679, hereinafter, in short, "GDPR", for services and pages of the website which can be accessed via computer starting from the addresses: [www.elettronicagf.it](http://www.elettronicagf.it) - [www.elettronicagf.com](http://www.elettronicagf.com) - [www.elettronicagf.org](http://www.elettronicagf.org) - [www.elettronicagf.eu](http://www.elettronicagf.eu) — [www.elettronicagf.net](http://www.elettronicagf.net) - [www.elettronicagf.biz](http://www.elettronicagf.biz) - [www.elettronicagf.info](http://www.elettronicagf.info) corresponding to the first page of the website.

This privacy policy exclusively pertains to this website and cannot be extended to other websites or pages which are not part of the website itself which user can access via the links. For these websites user is encouraged to consult the respective privacy policies.

### Controller

The Controller is the company **ELETRONICA GF S.R.L.**, with headquarters in via Ca' Bianca n. 10 - 48018 Faenza (Ravenna), Italy, and it can be reached at the following addresses: EMAIL: [privacy@elettronicagf.it](mailto:privacy@elettronicagf.it) - CONTACT NUMBER 0546/622245 AND FAX: 0546/622301

### Type of data acquired and purposes of the processing

Navigation or utilization data: the computer systems and software procedures set up to run this website acquire during their normal operation several personal, identification and non-sensitive data whose disclosure is implicit within the use of Internet communication protocols; these data shall therefore be collected automatically during the use of this application to provide the service.

The aforesaid data category includes IP addresses or the names of computer dominions and of the terminals used by users, the addresses with the URI/URL format (Uniform Resource Identifier/Locator) of the required resources, time of the request, method used when sending the request to the server, the size of the file obtained as reply, the numerical code indicating the state of the reply by the server (successful, error, etc.) and other parameters related to the user's operating system and computer environment.

These data, required to use the web services, are also processed to check the proper function of the services offered.

Data transmitted by the user: the visitor/user does not have to input any personal data in the website, with the exception of the area "CONTACT US" and "WORK WITH US" where the relative data collection forms, that the user can freely decide to fill in, and its specific dedicated privacy policy are published.

If the visitor/user to access the services offered in this website decides to send his own personal data by filling in the forms in the specific areas of the website dedicated to this service, the Controller shall process the data to supply the service required or to review the application in compliance with the instructions of this Privacy Policy and in compliance with the special privacy statement made during adherence.

Moreover, Controller may receive data related to users who send a Support request or RMA (Return Merchandise Authorization) by filling in the special form which can be downloaded from the dedicated area of the website at the following email address [RMA@elettronicagf.it](mailto:RMA@elettronicagf.it).

In addition,

such data shall be used through computing and/or telematic instruments with organizational and logic procedures strictly related only to perform the required services or supply; in some cases they will be used by the parties involved in the organization of the activities of the Controller and entrusted by him (administration or HR staff, assistance operators, business staff or administrators of the computer system).

The Controller shall adopt the proper safety measures to avoid any access, disclosure, amendments or non authorized distribution of such personal data.

### Legal basis

The legal basis for the processing of the data you have supplied by filling in the forms are based on a contractual or pre-contractual requirement or the requirement for a prospective recruitment expressed by sending the query and/or request for information, quotations, assistance or RMA.

### Recipients or possible categories of recipients of the data

Only the technical staff in charge of processing navigation data or others charged with occasional maintenance operations have access to the data. No data deriving from the web services is transmitted or disclosed.

The personal data voluntarily supplied by users/visitors who send information queries, requests of information material or other requests are only used to perform the service or to provide the supply required and shall not be externally disclosed outside the company. They shall be processed by the Controller's staff who act based on specific instructions supplied by Controller in terms of objectives and procedures of the processing itself.

The personal data collected in the form in the area "Work with Us" shall be exclusively used by the internal staff of the company in charge of selecting employees for open jobs and shall not be communicated nor disclosed externally.

The updated list of Processors can always be requested at any given moment to the Controller.

### **Storage period**

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The data transmitted by user when registering in the contact area, are kept for the time required to fulfil the purposes they were collected for.

The data transmitted for a spontaneous application and received by the human resources department are processed according to the specific privacy policy and kept for maximum 1 year.

The navigation data are cancelled immediately after their aggregation (notwithstanding any need to investigate offences by Authority).

### **Optional data transfer**

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Transfer of data made by users/visitors of the website, is always optional; however, in case data marked as “compulsory” are not input in the data request forms, ELETTRONICA GF S.R.L. will not be able to supply the information or services requested by user. Specific summary statements shall be reported or displayed in the website pages set up for special request services.

### **Rights of the data subjects**

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At any given moment data subjects can exercise the rights set forth by articles 15-21 of the EU Regulation 679/16, namely: access his/her personal data, ask for any corrections, cancellation, limitations and entirely or partially object to their processing by contacting the Controller. Any requests shall be met by the Controller free of charge in the shortest time possible and in any case within the maximum term of one month.

To exercise these rights you can write to ELETTRONICA GF S.R.L., via Ca' Bianca n. 10 - 48018 Faenza (Ravenna), Italy, or send an email to: [privacy@elettronicaqf.it](mailto:privacy@elettronicaqf.it)

Lodging a complaint: the data subjects who believe that the processing of their personal data made through this website is in violation with what is prescribed by the Regulations, shall have the right to lodge a complaint with the Authority as prescribed by art. 77 of the Regulations or to contact the suitable courts (art. 79 of the Regulations).

*Last update 29/09/2022*