

PRIVACY POLICY OF THE WEBSITE

Policy pursuant to art. 13 EU Reg. 2016/679"

This page describes how the website is managed with regard to the processing of the personal data of users who consult it or use the services it offers.

This policy only concerns this website and not other websites that may possibly be consulted by the user via a link.

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THE “DATA CONTROLLER”

(who decides *why, how* and *by whom* the data should be processed)

Following consultation of this website and use of the services it offers, data relating to identified or identifiable persons may be processed.

The Data Controller (i.e. the subject that determines the purposes and means for processing personal data and assumes responsibility for processing and having others process personal data correctly) is

HOSPITALITER - Non-profit organisation established pursuant to art. 3, par. 4-ter of D.L. 5/2009 with offices in Via G. Pico della Mirandola 8 - 50100 Florence, Italy – Tel. +39 0565 7199 - in which all the Entities mentioned in the website’s homepage participate.

RIGHTS OF THE DATA SUBJECTS

With reference to the processing referred to in this document, the data subjects (users of the website) have the following rights:

- > to request from the data controller access to and rectification or erasure of their personal data or restriction of the processing of their personal data and to object to its processing,
- > if processing is carried out by automated (computerised) means and on the basis of consent, to receive, in a structured, commonly used and machine-readable format, the personal data concerning them and/or to obtain its direct transmission to another Data Controller, if

technically feasible,

- > to withdraw their consent at any time (without prejudice to the lawfulness of the processing based on the consent before the withdrawal), obviously for processing carried out on that basis,
- > to lodge a complaint with a supervisory authority: Garante per la protezione dei dati personali - Piazza di Monte Citorio n. 121 00186 ROME, Italy - Fax: (+39) 06.69677.3785 - Phone switchboard: (+39) 06.696771 - E-mail: garante@gpdp.it - certified e-mail address protocollo@pec.gpdp.it

More information is provided at the end of this policy

In order to assert their rights, the data subject may contact the Data Controller, which can be reached by using the contact details given above or by writing to **privacy@hospitaliter.it** bearing in mind that personal data may not be communicated by telephone if there is no certainty as to the identity of the caller, and that also in other cases the data subject must be identified with certainty.

BROWSING DATA - data processed in relation to visiting the website

The computer systems and the software procedures used to operate this website acquire, in the course of their normal operation, certain personal data whose transmission is implicit in the use of Internet communication protocols.

This information is not collected in order to be associated with identified data subjects but, by its very nature, could, through processing and association with data held by third parties, allow users to be identified.

This category of data includes, for example, the IP addresses or domain names of the computers used by the users who connect to the website, the URI (Uniform Resource Identifier) addresses of the resources requested, the time of the request, the method used to submit the request to the server, the size of the file obtained in response, the numerical code indicating the status of the response given by the server (successful, error, etc.) and other parameters relating to the operating system and the computer environment of the user, such as browser type and version, browser plug-in types and versions, mobile device identifier (IDFA or Android ID) and other parameters relating to your operating system and computer environment

In the absence of specific consent to the processing for other purposes, this data is used only to obtain anonymous statistical information on the use of the website and to check its correct functioning.

The data may be used to ascertain any liability in the event of hypothetical computer crimes against the website and only in this case could specific procedures be activated to identify the perpetrator.

The LEGAL BASIS OF THE PROCESSING of this data is the legitimate interest of the data controllers, consisting in the protection of data security, proper functioning of the site and improvement of service standards.

METHODS AND PERSONS IN CHARGE OF PROCESSING: Personal data is processed by automated tools for the time strictly necessary to achieve the purposes for which it was collected. The web services of this website are processed by staff entrusted by the Data Controller as well as by external subjects, appointed as Managers, which are responsible for the technical management and maintenance of the website and related computer systems. Specific security measures are observed to prevent loss of data, illegal or incorrect use and unauthorised access.

No data deriving from the web service is disclosed.

The personal data provided by the users who forward requests to send informative material (newsletters, answers to questions, etc.) are used only to perform the service requested and will

be communicated to third parties only where this is necessary for that purpose.

DATA PROVIDED VOLUNTARILY BY THE USER

Apart from what is specified for browsing data, the user is free to provide the personal data requested while browsing to obtain informative material or other communications. Failure to provide such data may make it impossible to obtain what has been requested.

When the user visits a part of the Website that requires the collection of personal data, a link to this informative document is displayed and, if necessary, consent is requested.

The optional, explicit and voluntary sending of electronic mail to the addresses indicated on this website entails the subsequent acquisition of the sender's address, which is necessary to respond to the requests, as well as any other personal data included in the message which, unless otherwise duly communicated, will be retained for the time necessary to fulfil the requests.

Below are specific policies referring to the pages of the website set up for particular services on request or through which it is possible to acquire further personal data.

PROCESSING AS A CONSEQUENCE OF A CONTACT REQUEST

The personal data voluntarily provided by the data subject via the contact areas and/or the e-mail addresses made available on the website:

1. is processed with mainly automated tools to:
 - 1.1. Ensure a certain and timely response and fulfil the data subject's requests (*legal basis of the processing: legitimate interest and consent of the data subject in the case of "special" personal data*)
 - 1.2. fulfil obligations deriving from EU laws, rules and regulations; fulfilment of orders given by the Judicial Authority, (*legal basis of the processing: coinciding with the purpose*)
 - 1.3. Feed the system of acquisition of the knowledge about the public through statistical analyses run through anonymised and aggregated data that is useful to verify, improve and therefore design a service that is increasingly more efficient and adequate to meet the demand, (*legal basis of the processing: legitimate interest of the data controllers coinciding with the purpose*)
2. The contact details, postal and e-mail addresses provided may be used to send courtesy communications and/or informative material relating to the activities and initiatives of HOSPITALITER. This is obviously due to the relationships that the data subject activates with HOSPITALITER and/or their consent. It is understood that the data subject may object to this processing at any time (*legal basis of the processing: legitimate interest of the data controllers, consisting in the promotion of their activities and/or consent of the data subject*)
3. It may be processed by communication staff, computer system maintenance staff whose task is to ensure systems' operation, data security and backup operations, other staff appointed within the limits of the tasks assigned and as provided for by company procedures, and other subjects providing services for purposes that are auxiliary to the fulfilment of the data subject's requests, also within the limits strictly necessary to carry out their own tasks.

4. It may be communicated or made available:

- to subjects that can access the data by virtue of a legal provision, regulation or EU legislation, within the limits provided for by such legislation,
- to the companies or entities that adhere to HOSPITALITER always for “*administrative and accounting purposes*” that are current or connected to fulfilling the data subject’s requests,
- to other subjects providing services for purposes related to the fulfilment of the data subject's requests, to the extent strictly necessary to carry out their tasks - whose collaboration is necessary for the above purposes.

5. Personal data will only be transferred to subjects located outside the European Economic Area to the country in which the data subject resides or is located if this is necessary to fulfil the data subject's request and in accordance with applicable regulations.

When filling in the forms, the fields whose completion is compulsory are indicated with an asterisk; if the required data is not provided, it will not be possible to fulfil the data subject’s requests.

If, at the time of the contact/booking request, the data subject communicates special categories of data (such as: *personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, as well as the processing of genetic data, biometric data intended to uniquely identify a natural person, data concerning the person's health or sex life or sexual orientation*), specific consent to its processing may be required, in the absence of which it may be impossible to process the data subject's requests.

RETENTION OF DATA

The data communicated, unless otherwise duly indicated by the data subject, will be retained for the time necessary to fulfil the data subject’s requests and comply with legal requirements.

If the data subject has a contractual relationship with the Data Controller, the data will be retained, if relevant, for the duration of the contract, upon the termination of which, its retention will be continued only if required by law and in accordance with the rules on retaining administrative documents.

Contact details that can be used with a valid legal basis for the purpose of sending communications regarding the activities and initiatives of HOSPITALITER shall be retained for a period of up to 12 months following the last sending or until the data subject revokes their consent.

PROCESSING RELATED TO THE MANAGEMENT OF HOSPITALITER’S

With reference to the processing referred to in this document, the data subjects (users of the website) have the following

1. WHICH DATA IS PROCESSED

- ⇒ data provided by the data subject directly or through subjects authorised by them and acting on their behalf
- ⇒ data on events in which they intend to participate or have participated,

- ⇒ accounting-administrative data - for events involving a participation fee
- ⇒ data relating to services requested or used in connection with events
- ⇒ data on participating in initiatives organised by HOSPITALITER
- ⇒ audio-video-photographs taken during the events

Please note that the legislation includes the special protection for data relating to criminal convictions and offences and for “special categories of data” [art. 9, par. 1 defines the following categories of data as special: *personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, as well as the processing of genetic data, biometric data intended to uniquely identify a natural person, data concerning the person's health or sex life or sexual orientation*]. As a general rule, no systematic processing of these categories of data is envisaged, but it may be necessary in the context of certain services requested by the data subject and for which the data subject voluntarily provides such data.; with regard to this point, particular attention is paid to acquiring only the data and carrying out only the processing operations necessary to meet the legitimate requests of the data subjects and only if relevant and necessary in relation to the purposes indicated below.

2. WHY THE DATA IS PROCESSED

The processing that will be carried out has the following purposes:

- a) administrative and operational management of events (logistics, drawing up lists of participants, compliance with legal and/or contractual obligations), etc.) [*legal basis of processing: contractual fulfilment - legal obligation*]
- b) fulfilment of contractual, accounting and tax obligations [*legal basis of processing: contractual fulfilment - legal obligation*]
- c) comply with any requests made by the data subject; any contact details provided may be used for communications relating to planning the event in which the data subject has participated or intends to participate, [*legal basis of processing: contractual fulfilment – consent of the data subject and/or pursuit of “legitimate interest”*]
- d) management of participant master data, directories and statistical calculations, [*legal basis of processing: legitimate interest*]
- e) possibly protect a legitimate interest, assert or defend a right, [*legal basis of processing coinciding with the purpose*]
- f) purposes related to public relations, communication and advertising, public information activities. In particular, any contact details, postal and e-mail addresses provided may be used to send courtesy communications and/or informative material relating to HOSPITALITER, its initiatives and the events in participates in, both as a sponsor and as an organiser/promoter. [*legal basis of processing: pursuit of the data controller's legitimate interests consisting in the correct organisation and planning of activities and in the processing of personal data for the purposes of communicating and promoting its activities, always taking into account the reasonable expectations nurtured by the data subject on the basis of their relationship with HOSPITALITER and/or the Entities that form part of it*]
- h) Historical archive management. [*legal basis of processing: legitimate interest of the data controller consisting in the historical reconstruction of HOSPITALITER's activities*]

3. HOW THE DATA IS PROCESSED and retention times

In relation to the above-mentioned purposes, personal data may be processed by paper, electronic and telematic means, always guaranteeing absolute confidentiality, relevance and not exceeding the purposes described above, in terms of recording and storage periods of the data.

Without prejudice to the provisions of the rules on the retention of administrative documents, the data will only be retained for the time allowed/imposed by the current legislation applicable to the specific purpose for which the data is processed.

Without prejudice to the rights granted to the data subject concerned by current legislation, data relating to events and initiatives organised or sponsored by HOSPITALITER will be stored indefinitely in the historical archives.

4) BY WHOM IT MAY BE PROCESSED

The data may be processed by the following categories of processors and/or collectors:

- ⇒ governing bodies set up within HOSPITALITER,
- ⇒ event organisation and management staff, access control staff, - administration staff to manage administrative aspects, all belonging to the participants of HOSPITALITER
- ⇒ excluding systematic consultation, computer system maintenance staff whose task is to ensure systems' operation, data security and backup operations,
- ⇒ other companies/consultants, appointed as external Processors, which need access to certain data for activities ancillary to the purposes listed above,

only within the limits of what is actually necessary to carry out its functions.

5. TO WHOM IT MAY BE COMMUNICATED

The personal data may be communicated or made available, always and only in relation to the purposes listed above:

- ⇒ to subjects that can access the data by virtue of a legal provision, regulation or EU legislation, within the limits provided for by such legislation;
- ⇒ to other subjects, (companies/consultants), which need access to certain data for activities ancillary to the purposes listed above;
- ⇒ limited to accounting and tax data, to banks, credit institutions, data processing companies and credit card issuing companies, for activities strictly related to the execution and administrative management
- ⇒ to other subjects that require access to certain data for purposes that are ancillary to those referred to in point 2 above, always within the limits strictly necessary to perform the tasks delegated to them, such as: tax compliance, accounting, insurance, management of information systems
- ⇒ where appropriate, to the body to which the data subject belongs,
- ⇒ to the Entities/Companies/Professionals/sponsors that participate in the event in which the data subject participates. Naturally, all the communications are limited to the data necessary for the recipient Body (which will be the autonomous data controller for all subsequent processing) to achieve the legitimate purposes connected with the communication itself.

5.1 TRANSFER ABROAD

The data will be transferred to countries outside the European Union:

- ⇒ with the consent of the Data Subject or on their instructions in connection with services requested by them,

5.2 DISCLOSURE

They following may be published for disclosure purposes and to give proper publicity to the events:

- ⇒ photos and video recordings of the data subject concerned, taken during events/initiatives, *[legal basis: data subjects' consent]*
- ⇒ photos and video recordings taken during events/initiatives intended solely to represent the event as a whole, where the data subject is only incidentally recognisable, *[legal basis: legitimate disclosure interest]*

It should also be noted that during public events or events open to the public, third parties may also acquire television footage/recordings/photographs intended for broadcasting, in which identifiable participants may appear.

6. WHEN IT IS MANDATORY TO PROVIDE YOUR DATA

On a case-by-case basis, an indication is always given of the data for which provision is mandatory in relation to the purposes for which the data is requested, depending on the means used (via

highlighting on the forms on the website or indication by the personnel entrusted by HOSPITALITER).

COOKIE POLICY

This Paragraph describes the characteristics of the cookies used:

The legal bases of processing that originate with the use of cookies are:

- > for technical cookies (necessary for the proper function of the website and to enable browsing): the legitimate interest of the controller coinciding with the purpose of the cookies;
- > for any profiling cookies: the user's consent provided in the manner described in the aforementioned provision of the Authority, i.e. by continuing to browse after having read the notice displayed on the banner that appears as soon as you visit the website for the first time.

THE COOKIES USED BY THE WEBSITE

Below is a list of cookies divided into two macro-categories:

- > **TECHNICAL AND FUNCTIONAL COOKIES:** *Technical cookies are those used only in order to "carry out the transmission of a communication over an electronic communications network, or to the extent strictly necessary for the provider of a service of the information company explicitly requested by the subscriber or user to provide such a service" (see art. 122, paragraph 1, of the Code). They are not used for any other purpose. They can be divided into browser or session cookies, which ensure normal browsing and use of the website (allowing, for example, to make a purchase or log in to access restricted areas); analytical cookies, similar to technical cookies where used directly by the website operator to collect information, in aggregate form, on the number of users and how they visit the website; functional cookies, which allow the user to browse according to a series of criteria selected by the user (e.g. language, products selected for purchase) in order to improve the service provided to the user. The user's prior consent is not required install these cookies;*
- > **PROFILING COOKIES :** *Profiling cookies aim to create user profiles and are used to send advertising messages in line with the preferences expressed by the user while browsing the internet*

TECHNICAL, ANALYTICAL AND FUNCTIONAL COOKIES			
cookie name	time spent on the user's terminal	What is it for	SOURCE (for third-party cookies)
			//
__ga,	2 Years,	Google Analytics tracking cookies used to distinguish whether the user has previously accessed the website. -They do not contain any personal information	https://policies.google.com/privacy
__gat	10 Minutes	Google Analytics Cookies used to obtain an overview of the visitors to the website	
_gid	24 hours	Analysis on the use of the website in an anonymous form	

PROFILING COOKIES			
cookie name	time spent on the user's terminal	What is it for	SOURCE (for third-party cookies)

NONE

What are cookies and what do they do

Cookies are small text files that websites visited by a user send to the user's terminal.

These files are saved and stored in the folders of the user's browser, and then retransmitted to the same websites the next time they visit.

Through cookies, the servers receive information that is re-read and updated every time the user returns to the website.

Cookies contain the following information:

- indication of the server or domain which generated them;
- their duration (or expiry date);
- a unique identification code;
- a unique value.

In any case, cookies cannot cause damage to a user's computer.

The purpose of cookies is to facilitate visiting the website and improve the browsing experience. In addition, they provide the website operator with information, most of the time aggregated and anonymous, on the users' browsing in order to obtain statistical data on the use of the website.

Some cookies also collect and store information on the user's device about what the user has done on the websites. This information may be used:

- > to recognise the user (or, rather, the device used by the user) by proposing the settings previously requested/chosen by the user also during subsequent visits;
- > to analyse the preferences expressed by the user while browsing by creating a profile that is essentially used to display or send customised sales promotion messages, i.e. in line with the interests that can be deduced from the user's browsing behaviour.

Types of cookies

Cookies can be divided into the following categories: *Technical cookies* and *Profiling cookies*.

> **TECHNICAL AND FUNCTIONAL COOKIES:** *Technical cookies are those used only in order to "carry out the transmission of a communication over an electronic communications network, or to the extent strictly necessary for the provider of a service of the information company explicitly requested by the subscriber or user to provide such a service" (see art. 122, paragraph 1, of the Code).*

These allow the website to function optimally, but users can decide not to allow their use by changing the settings of the browser used. Deactivating these cookies may prevent some of the website's features from being accessed.

Within the scope of technical cookies, a distinction can be made between:

- **Browser cookies**
They are necessary to browse a website using all of its functions (such as maintaining a session and accessing restricted areas) and do not collect information to be used for profiling or commercial purposes. Without these cookies, providing the requested services would not be possible.
- **Functional cookies**
They allow the user to browse according to a number of selected criteria (e.g. website language), thus facilitating browsing. The information collected by these cookies is anonymous.

The prior consent of the user is not required to install technical cookies, although the obligation to provide this policy remains in place. The acquisition and processing of data resulting from the use of technical cookies is necessary to correctly consult the website. If the user objects, they will not be able to view the website correctly and in its entirety.

The legal basis to use technical cookies remains the legitimate interest of the data controller in the proper functioning of the website and improvement of the services rendered.

Analytical cookies

They are similar to technical cookies where directly used by the website operator to collect information in aggregate form on the number of users and how they visit the website. They are used

to optimise its management. The information collected by these cookies does not identify a user.

> PROFILING COOKIES

As mentioned above, these cookies make it possible to acquire information relating to the preferences and ways in which the user interacts with the website and are used to assign a profile to the user (actually, most of the time to the terminal used by the user) in order to optimise the effectiveness and usability of the website to the highest level, also by customising the promotional/advertising messages displayed to the individual user.

These cookies can be installed on users' terminals only when users have been previously and adequately informed and have given their consent which, as provided for by the measure mentioned above, can also be given by simply continuing to browse after reading the notice displayed the first time the website is visited.

The legal basis to use profiling cookies is the consent of the data subject (user of the device used for browsing) given in accordance with the procedures laid down by the "Cookie and other tracking instruments guidelines" - 10 June 2021 – of the Data Protection Authority (Published on Official Gazette no. 163 of 9 July 2021)

THIRD-PARTY COOKIES

While browsing a website, cookies present on the same website, but coming from other websites and managed by third parties, may be installed in the user's browser folders.

This is because the website may contain elements such as, for example, images, maps, sounds, specific links to web pages of other domains residing on servers other than the one on which the requested page is located. In other words, these cookies are set directly by website operators or servers other than the Website. These third parties could theoretically set cookies while you are visiting the Website and thus obtain information about the fact that you have visited the Website.

In this case, the data controller of the website visited only acts as a technical intermediary between the user and these other websites. To deactivate third-party cookies, please refer to the instructions in the points above.

For more information please visit: www.youonlinechoices.com/it/.

If the User decides not to consent to the storage of third-party cookies, they will only be able to use the features of the Website that do not require storing these cookies.

Regarding the ownership of the processing carried out by means of these third-party cookies, please refer to the respective privacy and cookie policies, which can be found at the links above and in the following paragraphs.

Google Analytics (*)

This website uses Google Analytics, a web analysis service provided by Google Inc. to generate web portal usage statistics

Google Analytics uses "cookies", which are stored on your computer to analyse usage of the website by users. The information generated by the cookie about the use of the website (including the IP address) is sent by the user's browser to Google, with headquarters in 1600 Amphitheatre Parkway, Mountain View, CA 94043, United States, and stored on its servers.

Google Analytics collects information anonymously without identifying the individual visitors. Browsers do not share the proprietary cookies of the Google Analytics tools among various domains. Google Analytics does not report information on actual addresses: Google Analytics communicates information in a manner according to which only part of the IP address is used for geolocation, rather than the whole address, using a method known as IP masking.

Google will use this information for the purpose of tracking and examining the use of the website, compiling reports on the activities of the website and provide other services for the website data controller relating to the activities of the website, the connection method (mobile, PC, browser used etc.) and how to search for and reach the pages of the portal. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the above-mentioned information on behalf of Google. Google will not associate your IP address with any other data held by Google.

You can disable the cookies of Google Analytics, by using the opt-out add-on provided by Google for the main browsers. This will also make it possible to use online services.

See also:

- the terms of service of Google Analytics
- the privacy policy of Google <http://www.google.com/intl/en/analytics/privacyoverview.html>
- the privacy regulation of Google <http://www.google.com/intl/it/privacy/privacy-policy.html>
- <https://developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage>
- <https://support.google.com/analytics/answer/2763052?hl=it>

DISABLING AND ELIMINATING COOKIES

The user's privacy is essentially ensured by the fact that they may **AT ANY TIME:**

- > **configure their browser to accept all cookies, reject all cookies, or receive a warning when one is sent,**
- > **delete one, some or all the cookies.**

Each browser has its own specific settings, so remember to consult the "Help" section of the browser used for more information on how to change its preferences.

Most browsers are initially set to accept cookies automatically. In case of different devices (e.g. computers, smartphones, tablets, etc.), the User must ensure that the browser's settings of each device are configured in a manner to reflect their preferences relating to the cookies.

Here are some links to the online documentation of the main browsers:

Internet Explorer: <https://support.microsoft.com/en-us/help/17442/windows-internet-explorer-delete-manage-cookies>

<https://support.microsoft.com/en-us/help/17479/windows-internet-explorer-11-change-security-privacy-settings#ie=ie-11>

Mozilla Firefox <http://support.mozilla.org/it/kb/Attivare%20e%20disattivare%20i%20cookie>

Google Chrome <https://support.google.com/chrome/answer/95647?hl=it&hlrm=en>

Safari iOS (iPhone, iPad, iPod touch): <http://support.apple.com/kb/HT1677?viewlocale=it>

Microsoft Internet Explorer

1. Click on "Tools" at the top of the browser window.
2. Select "Internet Options" and then click on the "Privacy" tab.
3. To enable cookies, the Privacy level must be set to "Medium" or below. To disable them, the Privacy level must be set above "Medium".
4. To activate the "third-party cookies" option select the "Advanced" button in the "Privacy" section, tick "Replace automatic cookie management", confirm the "Accept" default option under "Third-party cookies", and save by clicking on OK. Alternatively, if you do not want to allow third-party cookies, select "Block" and confirm with OK. If you want to accept or block third-party cookies on a case-by-case basis, select the "Request confirmation" option and click OK.

Mozilla Firefox

1. Click on "Tools" at the top of the browser window and select "Options".
2. Select the "Privacy" icon and tick "Accept cookies from websites" in the "History" section to accept them. To prevent the installation of cookies, including third-party cookies, untick this option.
3. To allow the installation of third-party cookies, it is necessary to select "Accept cookies from websites" (see previous point) and select, under "Accept third-party cookies", the "Always" option that appears in the drop-down menu. If you do not wish to accept cookies from third parties, you must select the "Never" option in the same drop-down menu.

Google Chrome

1. Click on the Chrome menu item and select "Settings".
2. At the bottom of the page, click on "Show advanced settings".
3. In the "Privacy" section, click on "Content settings".
4. To enable or disable cookies:
 - a. To enable cookies, select "Allow local data to be saved".
 - b. To disable cookies, select "Stop websites from setting data".

- c. To prevent access to third-party cookies, also select the "Block third-party cookies" option in the same Privacy section.

5. Click on End to save.

Safari (iPhone, iPad, iPod touch)

1. Click on the "Settings" icon, select "Safari"
2. Select "Privacy and Security" and then "Block Cookies"
3. Here select the "Always block" option if you want to prevent the installation of cookies. You can find more information on cookies at: www.allaboutcookies.org

Permanently disabling profiling cookies If you use Internet Explorer 9 or higher

1. Click on "Tools" at the top of the browser window.
2. Select "Internet Options" and then click on the "Privacy" tab.
3. Set the Privacy level to "High".

If you use Firefox 5 or higher

1. Open the "Options" menu and click on the "Privacy" tab
2. Select the option "Require websites not to carry out any tracking"

If you use Google Chrome

1. Open Chrome and the "Settings" menu
2. At the bottom of the page, click on "Show advanced settings".
3. Tick the "Send a request" box under "Privacy"
"Do not track your browsing traffic".

Disabling COOKIES ON MOBILE DEVICES

Just as with browsers on computers, browsers on mobile devices allow you to change your privacy configuration or settings to disable or delete cookies.

If you wish to change your privacy settings, please follow the instructions provided by the browser developer for your mobile device.

Below please find the valid links for some browsers:

IOS <https://goo.gl/fG1K8t>

Chrome Mobile <https://goo.gl/f0XME>

Opera Mobile <http://goo.gl/Nzr8s7>

Windows Phone <https://goo.gl/xsSg56>

USER RIGHTS - INSIGHTS

Right to access

The data subject shall have the right to obtain from the data controller confirmation as to whether or not personal data relating to them is being processed and, if so, to obtain access to the personal data and the following information:

- a) the purposes of the processing;
- b) the categories of personal data in question;
- c) the recipients or categories of recipients to which the personal data has been or will be disclosed, in particular if they are recipients in third countries or international organisations and, if so, the existence of appropriate safeguards;
- d) where possible, the set period of retention of personal data or, if this is not possible, the criteria used to determine that period;
- e) the existence of the data subject's right to request from the data controller rectification or erasure of such data or restriction of the processing of their personal data or to object to its processing;
- f) the right to lodge a complaint with a supervisory authority;
- g) where the data is not collected from the data subject, all available information on its origin;
- h) the existence of an automated decision-making process, including profiling, that produces legal effects concerning them or significantly affects them in a similar way, and, at least in such cases, meaningful information on the logic used, as well as the importance and the consequences of such processing for the data subject.

Right to rectification

The data subject shall have the right to obtain from the data controller rectification of their incorrect personal data without undue delay.

Right to erasure

The data subject shall have the right to obtain from the data controller erasure of their personal data without undue delay and the controller is obliged to erase the personal data without undue delay if one of the following reasons applies:

- a) the personal data is no longer necessary in relation to the purposes for which it was collected or otherwise processed;
- b) the data subject withdraws the consent on which the processing is based and there is no other legal basis for the processing;
- c) the data subject objects to the processing, and there is no overriding legitimate reason to process the data;
- d) the personal data has been unlawfully processed;
- e) the personal data must be erased in order to comply with a legal obligation under European Union law or the law of the Member State to which the data controller is subject;

Right to restrict processing

The data subject shall have the right to obtain from the data controller restriction of the processing when one of the following cases applied:

- a) the data subject challenges the accuracy of the personal data, for the period necessary for the data controller to verify the accuracy of the personal data;
- b) the processing is unlawful and the data subject objects to the erasure of the personal data and requests instead that its use be restricted;
- c) although the data controller no longer needs it for processing purposes, the personal data is necessary to the data subject for the establishment, exercise or defence of legal claims;
- d) the data subject has objected to the processing, pending verification of whether the legitimate reasons of the data controller prevail over those of the data subject.

Right to object

The data subject has the right to object at any time to the processing of personal data concerning them that is carried out for direct marketing purposes, including profiling insofar as it is related to such direct marketing.

Right to data portability

The data subject has the right to receive, in a structured, commonly used and machine-readable format, personal data concerning them that has been provided to a data controller, and has the right to transmit such data to another data controller without hindrance by the data controller to which they have provided it, where:

- a) the processing is based on consent or on a contract;
- b) the processing is carried out by automated means.

In exercising their right to data portability, the data subject shall have the right to have the personal data transmitted directly from one data controller to another, where technically feasible.