

Item 1. Information notice on processing of Personal Data EU REG 2016/679 in brief (for the complete information notice on the manner of Data processing by International Service srl see item 2)

Dear User,

Your Data remain on our server and will not be transferred to any third party.

We do not collect sensitive Data.

We will erase your Data if you send an ordinary email message to:

i.service@inteser.net

Processing of Personal Data:

The Personal Data automatically collected by the website or voluntarily introduced by the users will be handled in the manner shown in full below (item 2). The Controller of the Personal data is Gabriella Zambra privacy officer for International Service s.r.l. Uninominale.

Services used by our website for statistical purposes, Google Analytics (Google)

Below you can see the manner of processing of Personal Data performed by third parties and used by our website for matters concerning statistics about the website itself. Data collection for statistical purposes is performed by Google Analytics (Google).

Google Analytics is a web analysis service provided by Google Inc. ("Google") which uses "cookies" to collect Personal Data of the User which are delivered to and deposited with Google's servers in the United States. Google Analytics uses this information in order to track and examine how you use our website, draw up reports on the activity of the website for the website operators and

provide other services regarding the activity of the website and use of Internet. All of this in order to improve our website, also in relation to users' needs. Data are collected only for statistical purposes and in aggregate form, concerning use of the website by the users.

Google Analytics (Google) does not associate the IP address of the user with any other data in Google's possession. Setting your browser to reject cookies may prevent use of all the functions of this website.

Registration Form (this website)

After Registration, your email address will be automatically put on the list of contacts to whom the newsletter of this website is periodically delivered. (a) first name (b) sex (c) date of birth (d) phone number (e) residence address (f) e-mail (g) user name and password.

Rights of the data subjects

The subjects to whom the Personal Data refer have the right at any time to receive confirmation of the existence or not of the Data with the Data Controller, to get to know its content and source, check its correctness, or demand addition, erasure, updates or rectifications to the data, anonymization or blocking of Data that have been processed unlawfully, and to object, in any case, on legitimate grounds, to their processing. Requests must be addressed to the Data Processor at the address shown in the section "Data Controller".

Definitions

Personal Data: any information concerning an individual, a legal entity, entity or association, identified or which can be identified, also indirectly, by

reference to any other information, including navigation data.

Navigation Data

The Data automatically collected by the website including: IP addresses or name domains of computers used by users connecting to the Website, addresses in URI (Uniform Resource Identifier), notation of the requested resources, time of request, method used to submit the request to the server, size of the file obtained in reply, numerical code indicating the state of the reply given by the server (successful, error, etc.), country of origin, features of the browser and operating system used by the visitor, the various time elements involved in the visit (for example how long the user stays on each page) and details concerning the route followed by the user inside the site with special reference to the sequence of the pages consulted and other parameters involving the operating system and the IT environment of the user.

User

This indicates the beneficiary of the services or products from the website to whom the Personal Data refer.

Disabling cookies on the browser

Below are the links to disable cookies directly from your favourite browser, so that you can decide in full freedom whether to disable use of cookies or reactivate them whenever you want.

[!\[\]\(e474458956c9a37fbf9586ddb60a7fa1_img.jpg\) Internet Explorer](#)

[!\[\]\(3e2231b1ad3ca8da8658228c00dd08e0_img.jpg\) Firefox](#)

[!\[\]\(5361750c22c4e047a52f4eac1ec2d4cc_img.jpg\) Chrome](#)

Item 2. General information notice on processing of Personal Data Art. 13 EU REG 2016/679

INTERNATIONAL SERVICE S.R.L. Uninominale, hereinafter also the “Controller”, with Registered Offices in VIA VINCENZO GIOBERTI 34 – 50121 FIRENZE (FI), Tax Code 02276130487, Economic and Administrative Index Number FI000000510774, VAT No. 02276130487, in the person of its legal representative pro-tempore Gabriella Zambra, born in Nesso (CO) on March 1st, 1946, in her role as Controller of the Data Processing, informs you that, pursuant to Art. 13 of EU Regulation No. 2016/679 (hereinafter GDPR), your Data will be processed in the following manner and for the following purposes.

1. Subject matter of the processing

The Controller processes your personal and identifying Data (for example first name, family name, company name, address, phone number, e-mail, banking and payment data, hereinafter the “Data”) communicated by you when concluding contracts and for the services provided by the Controller. In no case will it acquire your Data from third parties unless it has taken them from freely accessible Public Records.

2. Purpose of the processing

Your personal data are processed without your express consent (Art. 6[b, e] GDPR) for the following purposes:

- concluding contracts for services rendered by the Controller;
- fulfilling pre-contract, contract and tax obligations arising from our relationship with you;
- fulfilling obligations arising from the law, regulations, Community Regulations

or orders by Authorities;

- exercising the rights of the Controller arising from national or Community regulations (for example the right to defend himself).

3. Manner of processing

Your Personal Data will be processed using the operations described under Art. 4 No. 2) GDPR, in detail: collection, recording, organisation, storage, consultation, processing, change, sorting, extraction, comparison, use, alignment or combination, restriction, communication, erasure or destruction of your data.

Your personal data will be processed on paper and electronically.

The Controller reserves the right to use your data for the time strictly needed for the above purposes and, in any case, for no more than 10 years after the end of the contract relationship.

4. Access to the Data

Your Data may be made accessible, only for the purposes of Art. 2 of this communication, to:

- employees and collaborators of the Controller in their role as in-house people in charge of the processing or as Data Processors;
- system administrators;
- third party companies or other third parties (by way of example: banks, professional offices, consultants, insurance companies) which work in collaboration on behalf of the Controller as outside people in charge of data processing.

5. Communication of the Data

Without need for express consent (Art. 6 [b,c] GDPR) the Controller may

communicate your Data for the purposes of Art. 2 to Monitoring Bodies, Controlling Authorities, Administrative Authorities, Court Authorities, Insurance Companies and to those parties towards whom communication is obligatory by law or for fulfilling the purposes mentioned above. These parties will treat the Data as independent data controllers.

In no case will your Data be disseminated for purposes outside the various purposes for which they have been stored.

6. Security

Your Data are kept and controlled by taking suitable preventive security measures, aimed at cutting to a minimum risks of loss and destruction, of unauthorised access, of processing which is unauthorised and/or inconsistent with the purpose for which the processing is being performed.

The Controller's computers are protected using special and specific anti-virus software; disks are encrypted and each user has specific credentials for each computer.

Connection to the server hosting your Data is managed by the Controller and is protected by a VPN for each client computer in the office, and access to management software takes place on an encrypted SSL channel, as specified above when speaking of the dedicated server.

Your Data are managed on a server totally dedicated to the Controller and protected by credentials, specific network rules and an encrypted VPN network which permit access only from the office of the Controller located in Via Gioberti 34 in Florence.

Communications with the management software are protected on SSL channel and authorised through specific credentials for each user.

Credentials are managed in such a way that each is of minimum complexity,

and is modified within a specific period of time.

The database containing your Data is housed on an encrypted volume, also hosted on the dedicated server of the Controller.

The server is constantly monitored by the Controller or by a collaborator of the Controller through automatic backup and management of the validity of the Data copied.

The server is managed in a data centre with redundant power supply and cooling, the staff of which provides Remote Hands service, but does not have credentials to access the server and cannot, therefore, access the Data on the server.

The data centre therefore only provides maintenance of any defective components of the server, in agreement with the staff of the Controller.

Your Data contained on paper are located in a reserved area and are accessible only to the Controller or to an in-house processor.

6.1 Data breach

Pursuant to articles 33 and 34 of the GDPR regulation, whenever a breach of your personal Data, whether accidentally or illegally, destruction, loss, modification, unauthorised dissemination or access to the Personal Data transmitted, kept or in any way processed, a may take place, the Controller will immediately notify you of any breach and will also notify the competent Authorities.

Should immediate notification be impossible, it must still take place within 72 hours from the time when the Controller has become aware of the breach, unless it is unlikely that the breach of the Personal Data will present a risk for the rights and freedom of individuals. Any delay beyond 72 hours must be motivated.

7. Transfer of the Data

Your personal data will be managed and kept inside EU territory.

8. Rights of the data subject

In your quality as data subject, you have the following rights under Art. 15 of GDPR:

- to receive confirmation of the existence or not of Data concerning you, even if not yet registered, and receive communication thereof in an intelligible form;
- obtain information concerning the source of the Personal Data, the purpose and modality of processing, the logic applied in case of electronic processing, the identifying data concerning data controller, data processor and of the representative;
- object, in whole or in part, on legitimate grounds, to the processing of Personal Data concerning you, even though they are relevant to the purpose of the collection;
- be informed, pursuant to Art. 5(2) of the Privacy Code and Art. 3(1) of GDPR, of the individual entities or categories to whom the Data may be communicated or who may come to know them as appointed representative in the territory of the state, as data processor or as people in charge of the processing;
- obtain: updates, rectifications and additions to the data, erasure, anonymization or blocking of data that have been processed unlawfully, including data whose retention is unnecessary for the purposes for which they have been collected and processed, certification to the effect that the operations under letters a) and b) have been notified, as also related

to their contents, to the entities to whom or which the data were communicated or disseminated, unless this requirement proves impossible or involves a manifestly disproportionate effort compared with the right that is to be protected;

- object, in whole or in part, on legitimate grounds, to the processing of Personal Data concerning you, even though they are relevant to the purpose of the collection;
- where applicable, you also have the rights under Articles 16-21 of GDPR (right to rectification or erasure of such data - so-called “right to be forgotten” -, right to portability of the Data, right to object), as well as the right to lodge complaint to the Authority for the Protection of Personal Data.

8.1 Data Portability

Pursuant to GDPR, you have the right to “portability” of your Personal Data, to transfer them from one Data Controller to another through a specific request to be submitted to the Controller. Data portability is in any case excluded towards legal bodies having registered offices in countries not belonging to the EU or International Organisations or Private Entities which do not have the necessary security standards in terms of data protection.

9. Exercise of your rights

At any time, you may exercise your rights based on GDPR, by writing:

by e-mail to: i.service@inteser.net

- by return registered mail to INTERNATIONAL SERVICE S.R.L. Uninominale,
VIA VINCENZO GIOBERTI 34 – 50121 FIRENZE (FI)

- By certified e-mail to: i.service@pec.it

10 Controller

The physical controller of your Data is the Sole Administrator of International Service srl Uninominale, Gabriella Zambra.

10.1 Data processors or people in charge of the processing

The updated list of data processors and of people in charge of the processing of your Data is kept and may be consulted at the registered office of the Data Controller. The same parties have been advised of and are aware of the GDPR regulation and will therefore process your Data according to the Regulation.

Appointment of a DPO

The Controller reserves the right to appoint a Data Protection Officer (DPO) to ensure correct management of your Personal data having the professional quality and the specialised knowledge of the laws and practice in the matter of Data Protection, as soon as the Authority for the Protection of Personal Data issues the relevant regulation. The name and professional role, if appointed, will be communicated later on.