

## PRIVACY & COOKIE POLICY OF ALPHAMAC SRL

*(in compliance with art.13 Reg.UE 2016/679 and the Provision of the Authority for the Protection of Personal Data n.229 dated 08.05.2014)*

Alphamac Srl considers the protection of Users' personal data on [www.alphamac.it](http://www.alphamac.it) site (hereinafter "Website") of its own and / or potential customers and of the parties with whom it maintains, in various capacities, a contractual relationship, therefore of fundamental importance, through this Policy, provided pursuant to art.13 Reg.UE 2016/679 (General Data Protection Regulation), Alphamac Srl has agreed to share its policy regarding the processing of personal data.

### 1. Type of data processed by Alphamac Srl through the Website

#### NAVIGATION DATA

Computer systems and software procedures used to operate the Website acquire, during their normal operation, some personal data whose transmission is implicit in the use of Internet communication protocols (internet domain and IP protocol, type of browser and system operating computer used, date, time and stay on the site, pages viewed, any search engine from which you entered the site). This information is not collected to be associated with identified interested parties, however, by their very nature it could, through processing and association with data held by third parties, allow users to be identified.

This category of data includes 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 requested resources, the time of the request, the method used to submit the request to the server, the size of the file obtained in response, the numeric code indicating the response status given by the server (good end of error etc.) and other parameters relating to the operating system and the user's computer environment. These data are used for the sole purpose of obtaining anonymous statistical information on the use of the Website and will be deleted immediately after processing, without prejudice to the need to investigate crimes by the Judicial Authority.

#### COOKIES

Cookies are short strings of text (usually in .txt or .xml format) sent by a web server to the User's browser, stored by the latter on the navigation device and automatically re-sent to the server during the same visit to the site (session cookies) or to the next access (persistent cookies). Cookies allow us to store information on visitor preferences in order to improve the functionality of the site and simplify navigation, automating procedures (eg Login, site language).

Based on the characteristics and use of cookies it is possible to distinguish:

**Technical cookies (session and browsing):** they are used for the sole purpose of "transmitting a communication over an electronic communication network, or as strictly necessary for the provider of an information society service explicitly requested by the subscriber or by the user to provide this service. "The aforementioned cookies do not collect any personal information of the User, they are necessary for the proper functioning of the Website and functional to guarantee its normal navigation and use. The deactivation of these cookies may compromise the access to the contents of the Website;

**Analytical cookies:** they are similar to technical cookies when used directly by the Website manager to collect information, in aggregate form, on the number of users and how they visit the site, in order to improve its performance;

**Functionality cookies:** allow the User to browse according to a series of selected criteria in order to improve the service rendered to the same;

**Flash cookie (or local Share Object):** allow the Owner to know the frequency with which a type of audio or video file is opened and the time for listening / viewing the file itself;

**Third-party cookies:** related to external domains such as social plugins of Facebook, Twitter, Google+ and LinkedIn. The presence of the aforementioned plugins involves the transmission of cookies to and from sites managed by third parties. The management of information acquired by third parties is governed by the relevant information;

**Profiling cookies:** they are cookies of a permanent nature designed to create profiles relating to the User in order to send advertising messages in line with the preferences shown by the user in the context of surfing the net.

Cookies on [www.alphamac.it](http://www.alphamac.it) site - this Website uses the following cookies:

#### TECHNICAL COOKIES

Cookie Banner: cookie used to store the preference and stop the banner-cookie notification that is displayed every time a new session is opened.

Duration: 1 month

#### THIRD-PARTY COOKIES

Google Analytics (anonymization) & Google Analytics cookies (service offered by Google, Inc.) are used to collect information, anonymously, about the number of users and how they interact with the contents of the Site (pages visited, browsing time, etc.) at purpose of optimizing and improving its usability and user experience.

Duration:

\_utma 2 years: keeps track of the number of times a visitor has been on the Site from the first to the last visit

\_utmt 10 minutes: indicates the type of request (event, transaction, custom variable)

\_utmb 30 minutes: duration of the visit

\_utmc until the end of the session: duration of the visit

\_utmz 6 months: origin of visits

\_utmv 2 years: trace the visit if a personalized report on analytics is set

This Website acts as a mere technical intermediary for the indicated third-party cookies. It is expressly stated that the Website Owner does not use User profiling cookies.

Information on the use of third-party cookies, the purposes of the same and the methods to be followed for any disabling, are provided directly by third parties. The User is therefore invited to directly access the web addresses of these subjects, which are reported below:

Google Analytics: this Website does not use or allow third parties to use Google's analysis tool to monitor or collect personal identification information. In particular, the Data Controller has adopted appropriate tools to reduce the identifying power of cookies through the masking of significant portions of the IP and has signed with the third party the amendment on data processing in accordance with the European regulation dictated by the legislation 95/46 / CE, through which the latter undertakes not to use user information for purposes unrelated to the provision of the service. The User can find more information about Google Analytics cookies, as well as the methods to be followed to selectively disable the action of Google Analytics, at the following addresses:

<https://www.google.it/policies/privacy/partners/> <https://tools.google.com/dlpage/gaoptout/>

At the following link <https://tools.google.com/dlpage/gaoptout?hl=it> it is also made available by Google the browser add-on for the deactivation of Google Analytics.

The User is entitled to disable / block cookies, following the instructions provided by the browser (generally found in the "Help", "Tools" or "Modify") menus, it being understood that failure to provide consent / deactivation of technical cookies, could compromise access to the contents of the Site.

The definitive cancellation of a cookie or a category of them will have to be made directly by accessing the browser, as mere deactivation will not cause cookies to be deleted from the browser itself. To delete, disable or restore the cookies on the computer, the User can use the cookie configuration pages provided by third-party content providers, or the options of their browser.

Below are the instructions to manage cookies in relation to the most popular browsers:

Safari - [https://support.apple.com/kb/PH17191?viewlocale=en\\_US&locale=en\\_GB](https://support.apple.com/kb/PH17191?viewlocale=en_US&locale=en_GB)

Internet Explorer - <http://windows.microsoft.com/en-US/internet-explorer/delete-manage-cookies#ie=ie-11>

Firefox - <https://support.mozilla.org/en-US/kb/cookies-information-websites-store-on-your-computer>

Chrome - <https://support.google.com/chrome/answer/95647?hl=en&topic=14666&ctx=topic>

It should also be noted that, if a mobile device is used, it will be necessary to refer to the relative instruction manual to understand how to manage cookies.

For more information on cookies, we recommend accessing the website <https://www.garanteprivacy.it/cookie>.

## CONTACT REQUESTS

In order to be able to validly submit a request for information and / or formulation of estimates to Alphamac Srl, through the contact form on the Website, the User will be required to enter certain information, falling into the category of common personal data, or: own name and a valid e-mail address. Alphamac Srl invites the User to refrain from providing "particular categories of data" (so-called sensitive data), which is not necessary for the request of information / formulation of estimates by the Owner.

### 2. Type of data processed by Alphamac Srl in the performance of its business activities

Alphamac Srl guarantees that the data of its customers and suppliers (common data) as well as the personal data of the candidates for job offers at Alphamac Srl (common data and any special categories of data), are processed in full compliance with current legislation on the subject of protection of personal data.

### 3. Purpose of the processing and legal basis

Personal data is collected by Alphamac Srl for specific, explicit and legitimate purposes, in accordance with the provisions of articles 6 and 9 of the EU Reg. 2016/679.

Category of interested parties	Purposes	Legal basis
Website Users	Request for information / estimates	Art. 6 c.1 lett. a)
Customers and suppliers	Management of the contractual relationship and fulfilment of the related legal obligations	Art. 6 c.1 lett. b) e c)
Job applicants	Establishment of the employment relationship with Alphamac Srl	Art. 111 bis D.lgs 196/03 e s.m.i. ed art. 6 c.1 lett. a)

### 4. Data Controller

The Data Controller is Alphamac Srl in the person of its legal representative pro tempore, with registered office in Ozzano Emilia (BO), Via Nobel 20, P.I. 03772271205

### 5. Processing methods and duration

The personal data acquired by Alphamac Srl will be processed by personnel expressly authorized and appointed by the Data Controller, in compliance with the principles of correctness, lawfulness, transparency, protection of privacy and the rights of the data subject. Alphamac Srl will process the data of the interested party for the duration strictly necessary for the purposes of the processing, in full compliance with the conservation obligations established by law.

Category of interested parties	Duration of treatment	Normative requirements
Website Users	12 months from the submission of the request in the absence of the establishment of a contractual relationship	Art. 5 lett. e) Reg.UE 2016/679
Customers and suppliers	5-10 years from the termination of the contractual relationship	Artt. 2948, 2220 c.c. art. 22 D.P.R. 600/73
Job applicants	24 months from receipt of the cv	Art. 5 lett. e) Reg.UE 2016/679

Personal data will be processed at the Data Controller's headquarters, using computer / electronic or paper means, ensuring the use of adequate technical and organizational security measures, pursuant to and for the purposes of art. 32 EU Reg. 2016/679, suitable for reducing the risk of destruction, loss, unauthorized access or processing of personal data that is not permitted or in any case not in compliance with the purposes of the related collection.

#### 6. Optional supply of data

The provision of data by Users (name and e-mail address) is optional but necessary to allow the Owner to process the request for information / estimates. Vice versa, subject to different rules (legal basis) the provision of data by Customers and suppliers (whose conferment is obligatory for the execution of the contract and / or for the fulfillment of the related legal obligations). The provision of personal data by the Candidates to job offers is optional, however, the inexact or partial communication of data could prevent the Data Controller from contacting and / or evaluating the candidate's candidacy.

#### 7. Communication of data to third parties

The personal data provided by the User, if the request does not follow the establishment of any contractual relationship with Alphamac Srl, will not be communicated to third parties or disseminated, except for the transmission to public, institutional or professional subjects authorized by law to request the acquisition. If, on the other hand, following the request sent by the User a contractual relationship is established (clients / suppliers) with Alphamac Srl, the personal data of customers and suppliers may be transmitted to third-party or professional companies, of which Alphamac Srl uses in conducting its business activities. It is specified that such "third parties", in compliance with the provisions of Art. 28 of EU Reg. 2016/679, the role of Data Processors and therefore, consequently, observe, by virtue of a specific contractual agreement, the security standards regarding the processing of the data communicated to them. The personal data and the curriculum vitae of the Candidates for job offers may be transmitted to personnel selection companies and to which Alphamac Srl makes use of for the performance, in outsourcing, of the personnel search and selection activities. It is specified that, in any case, the data of the interested parties are not disseminated or transmitted in third countries (outside the EU). The list of Data Processors is available at the express request of Alphamac Srl at the addresses indicated at the bottom of this privacy policy.

#### 8. Rights of interested parties

In accordance with the provisions of articles 15 ss of the EU Reg. 2016/679, at any time the User and, more generally, those interested in processing (Candidates for job offers and customers / suppliers - the latter, if they fall under the notion of "interested parties") can exercise towards the Data Controller, their rights to:

"Access right"	which allows the interested party to access his personal data and obtain a copy;
"Right to correction"	which allows the interested party to obtain the rectification of his / her own data, should they prove to be inaccurate, or the integration of his / her own data, if the same were incomplete;
"Right to cancellation"	which allows the data subject to obtain the cancellation of his / her data in the cases provided for by art. 17 EU Reg. 2016/679;
"Right to treatment limitation"	which allows the interested party to obtain the limitation of the treatment in the cases provided for by the art. 18 EU Regulation 2016/679;
"Right to data portability"	which allows the data subject to receive his personal data in structured format, commonly used and readable by an automatic device, and to request transmission by Alphamac Srl to another Data Controller;
"Right of opposition"	which allows the interested party to oppose, at any time, the processing of data carried out for direct marketing purposes;
"Right to propose a complaint"	which allows the interested party to lodge a complaint with the Guarantor Authority for the Protection of Personal Data pursuant to and for the purposes of art. 77 Reg.UE 2016/679.

For the purposes of exercising the rights pursuant to articles 15 of the Reg.Ue 2016/679, or to obtain more information on the Privacy Policy, the interested party may contact Alphamac Srl in the person of its legal representative pro tempore, with registered office in Ozzano Emilia (BO), Via Nobel 20, P.I. 03772271205, or send an email to the following address [info@alphamac.it](mailto:info@alphamac.it).

It is specified from now that, before being able to provide, or modify any information, it may be necessary to verify the identity of the interested party.

Information on the Privacy & Cookie Policy of Alphamac Srl

*This Privacy & Cookie Policy was updated on May 20, 2019. The Owner reserves the right to modify or update this document as of now, therefore Alphamac Srl invites Users to periodically consult this web page. It is expressly stated that Alphamac Srl is in no way responsible for the contents and services provided by websites managed by third parties and accessible via links on the Site.*