

## **THE SITE'S PRIVACY POLICY**

This page contains a description of procedures for managing the site with regard to processing the personal data of users visiting the site.

The privacy policy is provided pursuant to Article 13 of Legislative Decree n° 196/2003 - Code governing the protection of personal data, to all those interacting with the site's web services, which are accessible through the Internet at the following address:

[www.docgenerici.it](http://www.docgenerici.it)

The privacy policy is provided only for the aforementioned site and not for any other websites which may be consulted by the user through links.

The privacy policy is also based on Recommendation n° 2/2001 which European authorities for the protection of personal data, united under the Group set up under Article 29 of Directive n° 95/46/EC, adopted on 17 May, 2001 to identify a number of minimum requirements regulating the gathering of personal data online, and, more specifically, procedures, timeframes and type of information which data controllers must provide to users when the users are connected to web pages, irrespective of the purposes of gathering data.

## **THE “DATA CONTROLLER” AND THE “MANAGER RESPONSIBLE FOR THE PROCESSING AND STORAGE OF PERSONAL DATA”**

Following consultation of the site, data relating to identified or identifiable persons may be processed.

The data controller in charge of processing the data is “DOC Generici srl” whose registered office is in Via Manuzio, 7 - 20124 MILAN. The “Manager responsible for processing and storage of personal data” is Mr Gualtiero Pasquarelli.

## **THE PLACE WHERE DATA ARE PROCESSED**

Processing related to the web services of this site takes place at the aforementioned registered office of the data controller and is carried out only by personnel who are expressly appointed and/or in charge of processing, or otherwise by any people who may occasionally be charged with conducting maintenance operations.

No data arising from the web services are communicated or disseminated.

Personal data provided by users and forwarding requests for dispatch of informative material and/or estimates, are used for the sole purpose of providing the service requested and are communicated to third parties only if necessary (for example to shipping service companies).

## **TYPE OF DATA PROCESSED**

### *Navigation data*

IT systems and software procedures needed to run this website acquire, during normal use, a certain amount of personal data, transmission of which is implicit in the use of Internet communication protocols.

This information is not gathered to be linked to identified persons, but, by its very nature, makes it possible to identify users through processing and associations with data held by third parties.

IP addresses or domain names of computers used to connect to the site, Uniform Resource Identifiers of requested resources, the time at which requests are made, the method used to submit requests to the server, the dimensions of the file obtained in reply, the numerical code indicating the status of the reply given by the server (successful, error etc) and other parameters relating to the operating system and to the user's IT environment, fall into this category.

These data may only be used, if at all, to check that the site functions properly and are cancelled immediately after processing. Data may be used to ascertain liability in the event of possible computer crimes against the site.

#### *Data provided voluntarily by the user*

The optional, explicit and voluntary sending of data by telephone, fax, post and electronic mail to the addresses given in this site means the address of the sender will be accessed, which is necessary to be able to reply to the user's requests. In addition, this means gaining subsequent access to other personal data entered in the communication.

### **COOKIES**

No personal data belonging to users is accessed by the site in this respect.

No use is made of cookies to transmit information of a personal nature, and neither is any type of persistent cookie used, nor systems for tracing users.

### **OPTIONS FOR PROVIDING DATA**

With the exception of what is specified for navigation data, the user is free to provide personal data requested in any forms or otherwise indicated in contracts with "DOC Generici" to request the forwarding of informative material, other communications or answers to prior requests.

Failure to provide such data may make it impossible to receive what is requested.

### **PURPOSES OF AND PROCEDURES FOR PROCESSING**

The processing of data shall take place solely for purposes relating to DOC Generici's activities, and may be conducted by telephone, fax, post and electronic mail but shall in all cases be subject to the applicant making an explicit request and providing his or her consent. Personal data are processed using automated instruments and/or paper-based systems for such period of time as is strictly necessary to achieve the purposes for which the data are gathered.

Specific security measures are complied with in order to prevent the loss of data, unlawful or improper use, and unauthorised access.

### **CONCERNED PARTIES' RIGHTS**

Those whose personal data are processed are entitled at any time to obtain confirmation of the fact that said data exist and they are also entitled to know the contents and source of same, check that said data are precise or ask for it to be supplemented or updated, or otherwise to be corrected (Article 7 of Legislative Decree n° 196/2003).

Pursuant to the same article they are entitled to request the deletion, anonymisation or blockage of personal data which are processed in breach of law, and in all cases to raise objection, for valid reasons, to processing of same.

Any requests must be addressed to the Manager responsible for processing and storage of personal data.