

GDPR

Information document Article 13 Reg. EU 2016/679

Information for the processing of personal data collected from the data subject

In this document, our organisation, Imoon srl (hereinafter referred to as Imoon), offers to Referents of the companies that come into contact with Imoon (hereinafter referred to as Referents), an overview of how their data is processed and their rights under GDPR EU Regulation 2016/679 (**European Regulation for the protection of personal data**).

The information is not valid for other websites that may be consulted via links on the websites of the data controller's domain, which is not to be considered in any way responsible for the websites of third parties.

The information is provided pursuant to art. 13 of Reg. EU 2016/679 (European Regulation for the protection of personal data) and is also inspired by Directive 2002/58/EC, as updated by **Directive 2009/136/EC**, concerning Cookies as well as the provisions of the Authority Guarantor for the protection of personal data of 08.05.2014 regarding cookies.

Categories of processable personal Data

Imoon processes personal identification and non-sensitive data (hereinafter referred to as "personal data") for the management of business relationships, to satisfy a legitimate interest, for the creation of a contract and to fulfil legal obligations.

The personal data being processed includes, for example, personal identification data, company identification data and contact details. The data is gathered directly by Imoon.

According to art. 9 and 10 GDPR 2016/679, qualifying data can be termed as "special categories of personal data" (i.e. data that reveals "the racial or ethnic origin, political opinions, religious or philosophical beliefs, or union membership... genetic data, biometric data intended to uniquely identify an individual, data relating to a person's health or sex life or sexual orientation, legal data"). This category of data can be processed by Imoon only with your consent, expressed in writing by signing this disclosure.

Specific information

Specific information may be presented on the pages of the Site in relation to particular services or processing of the Data provided.

Cookies

For more information on the cookies used by this website, see the cookies policy on the following link.

1A. THE DATA CONTROLLER, pursuant to art. 4 and 24 of the GDPR, is Imoon Srl with registered offices in via Imperia 2, 20142 Milan (MI), in the person of its legal representative pro tempore. The contact email of the Data Controller is: privacy@imoon.it

1B. DPO - DATA PROTECTION OFFICER, designated pursuant to art. 37 –39 GDPR. The contact email of the DPO is: dpo@imoon.it

1C. PURPOSE AND LEGAL BASIS OF PROCESSING

The personal data provided will be processed in compliance with the conditions of lawfulness pursuant to art. 6 f) Reg. EU 2016/679 and is necessary for the following purposes:

- filling in of registration form on website to use the services of Imoon.
- filling in data collection form, login and/or contact request with the sending of the requested information.
- compilation of data collection form for internal personnel selection.
- filling in data collection form for receiving newsletters or promotional communications, directly from Imoon, generally via e-mail.
- administrative and accounting purposes for invoicing and payments.
- any quotes or requests for offers.

Your data can be processed either on paper and electronically and/or by automated means.

1D. Data processing is based on Article 6, paragraph 1, letter f): (recital 47), taking into account the reasonable expectations of the data subject at the time and in the context of the collection of personal data, when the data subject can reasonably expect that processing for this purpose takes place. For specific marketing activities, the legal basis will be consent.

According to art. 6 letter b) data will be processed without consent in the event of:

- closure of contracts concerning products or services
- fulfilment of pre-contractual, contractual and fiscal obligations
- fulfilment of obligations established by the law or by an order of the Authority
- need to exercise Imoon's rights (e.g. in a court of law)

In the case of existing Customers and those already present in our management systems, we will send you commercial communications similar to those already received, unless you explicitly withhold assent.

This dissent must be sent by email to the address privacy@imoon.it

1E. DATA RECIPIENTS OR CATEGORIES OF RECIPIENTS

Data will not be disseminated and will only be processed by those who need access to the data to fulfil their contractual and legal obligations and to protect legitimate interests. The list of Data Processors is constantly updated and is available by writing to privacy@imoon.it or to Imoon's registered office in Via Imperia 2, 20142 Milan (MI).

1F. TRANSFER OF DATA TO A THIRD COUNTRY AND/OR AN INTERNATIONAL ORGANISATION AND GUARANTEES

Personal data will not be transferred to EU Member States or to non-EU third countries without your express consent, except for communications necessary for the fulfilment of legal obligations (art. 2.A)

2A. DATA PRESERVATION PERIOD OR CRITERIA FOR DETERMINING THE PERIOD

Processing will be carried out by authorised individuals, in an automated and/or manual form, using methods and tools aimed at ensuring maximum security and confidentiality. In compliance with the provisions of art. 5 paragraph 1 letter e) of Reg. EU 2016/679, personal data collected will be stored in a form that allows identification of data subjects for a period of time not exceeding the attainment of the purposes for which personal data are processed.

2B. DATA SUBJECTS' RIGHTS

You can assert your rights as expressed by EU Regulation 2016/679 by sending an e-mail to privacy@imoon.it or, by writing to the registered office of the Data Controller indicated above. You

have the right at any time, to request information about and to access your personal data (art. 15), the rectification (art. 16) or cancellation (art. 17) of the same, or the limitation of its processing (art. 18) or to oppose its processing based on legitimate interest (art. 21). Finally - if applicable - you have the right to the portability of your personal data (art. 20).

2C. You have the right to lodge a complaint with a competent supervisory authority.

2D. The communication of personal data is not an obligation. You are free to provide personal data in the dedicated areas on the site. Failure to provide personal data will make it impossible to use the services offered by the data controller.

CHANGES TO THE PRIVACY POLICY.

The Data Controller reserves the right to modify, update, add or remove portions of this privacy policy at their sole discretion and at any time. The data subject should periodically check for any changes to this page.

In the event that you do not wish to receive commercial communications closely linked to the products and services offered by Imoon, please let us know by sending an email to the following address: privacy@imoon.it.

Date updated 25th May 2018.