

## **INFORMATION ON THE PROCESSING OF PERSONAL DATA PURSUANT TO ART. 13 OF REGULATION (EU) 679/2016 (General Data Protection Regulation - GDPR)**

This informative note describes the manner and purpose of the processing of personal data by users accessing and using the website [www.ewitness.eu](http://www.ewitness.eu) (hereinafter referred to simply as the 'Site') in accordance with applicable rules on the protection of personal data. In addition, in accordance with the principles recognized by European Regulation 679/2016, this information provides the user (the data subject) with any additional information necessary to ensure fair and transparent processing, in relation to the specific context in which personal data are collected and subsequently processed. This informative note applies solely for the Site and its related sub-domains, not including third-party websites accessible through hyperlinks (links) in the Site, for which the Data Controller is not in any way responsible.

### **1. Controller and Data Protection Officer (DPO)**

The "Controller" of the data processing is eWitness Italia S.r.l., based in Via Turati 29, 20121, Milan, Tel. +02 637889934, email address: [italia.office@ewitness.eu](mailto:italia.office@ewitness.eu) VAT No. 06044690961 REA: 1867457

The contact address for the Data Protection Officer (DPO) is: [dpo@ewitness.eu](mailto:dpo@ewitness.eu)

### **2. Nature of the data provision**

In order to benefit from certain services on the Site, the user may be required to provide the personal data necessary to ensure that the services are used: in particular, for the purposes of completing the forms in the 'Contact Us' and 'Careers' sections; the provision of data marked with an asterisk is necessary for the management and acknowledgement of the communications made by the user. In any event, it is specified that the user is free to provide the requested data, in the sense that he/she is not normally obliged to provide the requested data: however, the failure to provide data specified as necessary will entail the impossibility of providing the requested information.

### **3. Types of data processed and purpose of processing**

The processing operations shall be carried out only in respect of personal data necessary for the use of the Site and its functionalities. The types of data to be processed shall include, in particular:

- i. navigation data, collected in an automated manner, exclusively for the purpose of obtaining aggregated statistical information and anonymity related to the use of the Site (including, but not limited to, IP addresses, navigation times, geographical data and other parameters related to the user's operating system and IT environment); however, such information could, including through processing and/or association with other data held by the provider or third parties, make it possible to trace the user's identity; the navigation data is not, nor will be, used by the Data Controller to conduct profiling activities, nor will it be disseminated or communicated to third parties;

- ii. (ii) data made available voluntarily by the user, in any format (text, graphic, audio-visual, multimedia, etc.) including data entered through the compilation of forms in certain sections of the Site (including, in particular, forms in the "Contact Us" and "Careers" sections) and by sending e-mail messages to the e-mail addresses indicated on the Site.

The data provided by the user may be acquired and stored by the Data Controller, in electronic form, for purposes related to their collection via the Site and will not be used for profiling or direct marketing activities. The sending of voluntary and voluntary e-mail messages to the addresses indicated on the Website in particular involves the acquisition and subsequent processing of the sender's address and of any other personal data in the message to the extent necessary to respond to the requests of the data subject. The personal data of the user (data subject) shall be collected and processed for purposes related to the provision of services offered through the Site, including the provision of technical assistance and maintenance services and, in general, instrumental activities to ensure the proper functioning of the Site. The personal data of the data subject may also be used in other processing operations, where this is compatible with those purposes.

In particular, the user's personal data may be processed for the following purposes:

- (a) in relation to the data delivered through the completion of the form in the Contact Us section (biographical data, e-mail address and other personal data, if any, provided) in order to respond to messages sent by the user;
- (b) in relation to the data provided by completing the form in the "Careers" section (biographical data, e-mail address, curriculum vitae and other personal data, if any, provided) for staff selection purposes and possible recruitment.

#### **4. Data processing and retention times**

The processing shall be carried out by means of paper and/or computer tools, including those authorized to do so, operating under the direct authority and in accordance with the instructions given by the Data Controller, with logic closely related to the purposes set out and, in any case, in order to ensure the security and confidentiality of the data processed.

Processing operations shall be carried out in such a way as to ensure the security of the data and systems. Specific security measures shall be taken to minimize the risk of destruction or loss, even accidental loss, of data, unauthorized access, unauthorized processing or non-compliance with the purposes set out in this disclosure. In particular, the Site uses HTTPS to authenticate the server and encrypt the communication channel. However, the security measures taken do not allow the total exclusion of risks of interception or compromise of personal data transmitted by means of electronic devices. It is therefore advisable to verify that the device used by the user is equipped with appropriate software systems to protect the electronic transmission of data, both inbound and outbound (e.g. up-to-date virus systems, firewalls and anti-spam filters).

The data to be processed shall be retained for a period not exceeding that necessary to achieve the purposes for which they were collected or subsequently processed. In particular:

- (a) data delivered through the completion of the form in the Contact Us section will be kept for as long as is strictly necessary for the purposes of communication and response to requests made by the user;

(b) the data obtained by completing the form in the "Careers" section shall be kept for the period of time necessary for the selection of staff and, if successful, for the duration of the employment relationship.

## **5. Communication and dissemination of data**

In no case shall personal data be disclosed, disseminated, transferred or otherwise transferred to third parties for unlawful purposes and, in any event, without making appropriate disclosure to the data subjects and obtaining their consent, where required by law. This is without prejudice to any communication of data at the request of the judicial or public security authority, in the manner and in the cases provided for by law. Personal data will not be transferred abroad, to countries or international organizations outside the European Union which do not guarantee an adequate level of protection recognized in accordance with Article 45 of the GDPR, based on an EU Commission adequacy decision. Where necessary for the provision of the site's services, the transfer of personal data to non-EU countries or international organizations, for which the Commission has not taken any adequacy decision pursuant to Article 45 of the GDPR will take place only if appropriate guarantees are provided by the recipient country or organization in accordance with Article 46 of the GDPR and provided that the parties concerned have effective rights of appeal and remedies. In the absence of a decision on the adequacy of the Commission, pursuant to Article 45 of the GDPR, or adequate guarantees, in accordance with Article 46 of the GDPR, including binding business regulations, will only take place if one of the conditions set out in Article 49 of the GDPR is met.

## **6. Rights of the data subject**

The data subject shall be granted the right to have access to his or her personal data, to request that it be rectified, updated and deleted or restricted, if incomplete, erroneously or collected in breach of the law, and to oppose the processing for legitimate reasons or to obtain its portability.

The data subject, in particular, within the meaning of Articles 15-22 of the Regulation (EU) has the right to obtain confirmation of the existence or otherwise of personal data concerning it, even if not yet recorded, and their disclosure in an intelligible form.

The data subject shall also be entitled to obtain the following information:

- (a) the purposes and methods of processing;
- (b) the logic applied in the case of processing using electronic means;
- (c) the identification details of the Data Controller, the person responsible and persons or categories of persons to whom the personal data may be disclosed or who may become aware of them as authorized for processing.

The data subject shall be entitled to obtain:

- (a) updating, correction or supplementation of its data;
- (b) the deletion, conversion into anonymous form or blocking of data processed in breach of the law, including data which need not be retained for the purposes of processing;
- (c) the limitation of treatment where one of the assumptions referred to in Article 18 of the GDPR is used;
- (d) proof that the transactions referred to in points (a), (b) and (c) have been brought to the attention of those to whom the data have been disclosed or disseminated, except where such compliance proves impossible or involves the use of means manifestly disproportionate to the right protected;

(d) the transmission of data relating to him/her, provided to the Data Controller and processed on the basis of the consent expressed by the data subject for one or more specific purposes, in a structured format, in common use and readable by an automated device. In accordance with Article 20 of the GDPR, the data subject also has the right to transmit such data to another controller without impediment and, if technically feasible, to obtain the direct transmission of personal data from one controller to another.

(e) if the treatment is based on consent, withdraw consent at any time (pursuant to Art. 7(3) of the GDPR).

The data subject shall have the right to object, in whole or in part:

(a) for legitimate reasons for the processing of personal data relating to him/her, although relevant for the purpose of collection;

(b) the processing of personal data relating to him/her for the purpose of sending advertising or direct sales materials or conducting market research or commercial communication.

(c) automated decision-making processes which significantly affect the person concerned. Without prejudice to any other administrative or judicial remedy, the person concerned shall have the right to lodge a complaint/appeal with a supervisory authority, in particular in the Member State in which he/she habitually resides or works in, or the place where the alleged infringement occurred.

## **7. Exercise of rights**

The above rights shall be exercised upon request to the Data Controller by e-mail to: [privacy@ewitness.eu](mailto:privacy@ewitness.eu) . The request shall be made freely and without formalities by the data subject, who shall be entitled to receive appropriate reply within a reasonable time, depending on the circumstances of the case.

The data subject may use, for the exercise of his/her rights, non-profit-making bodies, organizations or associations, the statutory objectives of which are of public interest and which are active in the field of the protection of the rights and freedoms of data subjects with regard to the protection of personal data, and to this end shall confer an appropriate mandate. The person concerned may also be assisted by a person of trust.

Further information on the purposes and methods of processing personal data can be obtained by writing to the e-mail address: [privacy@ewitness.eu](mailto:privacy@ewitness.eu), indicating 'Privacy' in the object.

In order to be aware of their rights, submit a complaint/appeal and be kept up to date with regard to the protection of individuals concerning the processing of personal data, the data subject may contact the Data Protection Authority, by consulting the website <http://www.garanteprivacy.it/> .

Updated on 3 May 2018