

Preamble and statement in compliance with article 13 of Legislative Decree 196/2003 (Privacy Code)

The protection of the privacy of our clients is very important for Cucoadomicilio di Pierini Stefano &C. (hereafter "Cucoadomicilio"). This document describes what personal data we collect, the purpose and methods of processing, and the security measures adopted to safeguard the data. These rules relate to the website <http://www.cucoadomicilio.info> (hereafter 'the website'). Our Privacy Policy contains pertinent information in compliance with art. 13. Legislative Decree June 2003 no.196 (Privacy Code) which acknowledges Directive 95/46/CE on the subject of the protection of personal data, as well as Directive 2002/58/CE on the protection of personal data in electronic communication. For further information on Italian law regarding privacy, visit the official website of Garante per la protezione dei dati personali. (Personal Data Protection Code)

We wish to inform you that the 'data controller' under the Privacy Code is Cucoadomicilio , site on Cucoadomicilio di Pierini Stefano&C. Snc STR Vecchia Ferrata delle miniere 7 Murlo (SI); P.I. 01176090528 Tel/Fax 0577-386036 Email staff@cucoadomicilio.info.

Pierini Stefano and Vizzari Nicola, phone number:

Cell. Pierini Stefano 3405827873

Cell. Vizzari Nicola 3491584065

The personal data which **Cucoadomicilio** processes to provide its online services in general relate to personal information such as:

- Name
- Address
- Phone number
- Email address
- VAT number
- Request form information

For a detailed list of personal data processed by **Cucoadomicilio**, see paragraph 2 of the Privacy Policy.

Your personal data are collected by **Cucoadomicilio** when you fill in the availability request form, from the email address submitted and by traditional post and/or by telephone. The collection of your personal data via the request form is necessary in order to guarantee and fulfill the user's request. Refusal to communicate such personal data prevents the reception of your request and the use of the services of **Cucoadomicilio**.

Your personal data are collected and processed by electronic means. In some cases the data may be collected by automatic functions, for example 'cookies', to enable you to make use of our personalized services. Your personal data will be stored on our computer which is located at the legal head office of **Cucoadomicilio** site on site on Via Cassia Nord, 145 - 53014 Monteroni d'Arbia (SI) P.IVA: 01176090528 - Italia, where they will be used to allow you to make use of our services and for other purposes indicated in the Privacy Policy (see paragraph 4).

The processing of your personal data may be carried out by **Cucoadomicilio** without your explicit consent to comply with legal obligations, laws and applicable Community legislation. In addition to this, we may do so in cases specified by the personal data protection code, to pursue the legitimate interests of **Cucoadomicilio** or third parties, such as fraud prevention, as well as to assert and defend rights in a judicial process.

In accordance with the limitations set, and for the purposes specified in the Privacy Policy, some of your personal data may be communicated by **Cucoadomicilio** to third parties, public or private, such as:

- financial administrators of the state and public administration
- judicial authorities and the police force
- professional studies associations (legal, accounting, fiscal etc.)

Cucoadomicilio may use some of your personal data (such as email address) to send you information and updates of services offered by **Cucoadomicilio**.

Cucoadomicilio guarantees maximum confidentiality of your personal data with the use of suitable technology, in compliance with Italian and European standard minimum measures for security acts, to prevent unauthorized access to our database and possible loss and/or accidental destruction of data. For further information see paragraph 9.

Cucoadomicilio acknowledges to each user of the site the rights in compliance with art. 7 of the Privacy Code. For a more detailed explanation of this, see paragraph 7.

If you have any queries or comments regarding the Privacy Policy, you may contact :
Cucoadomicilio di Pierini Stefano&C. Snc STR Vecchia Ferrata delle miniere 7 Murlo (SI); P.I. 01176090528 Tel/Fax 0577-386036 Email staff@cucoadomicilio.info.

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1- A note on minors

Minors under the age of 18 cannot use our services; therefore, their personal data should not be submitted at the registration process. If you are under 18 you can only use our services under the supervision of your parents or other adults in their stead.

Cucoadomicilio does not seek to obtain nor does it wish to receive Personal data directly from minors; however, we cannot always determine the age of persons who access and use our web sites. If a minor (as defined by applicable law) provides us with his/her data without parental or guardian consent, we encourage the parent or guardian to contact us to have this information removed and to unsubscribe the minor from future **Cucoadomicilio** marketing communications.

2- Personal data we collect

Cucoadomicilio collects your personal data for the purpose of the services we provide.

When you fill in the availability request form you will be asked for the following personal information:

- Name and surname
- Address
- Telephone and fax number
- Email address
- Note

3- Use of "cookies"

Some pages on the website of <http://www.cuocoadomicilio.info> may use automatic data collection methods such as "cookies". Cookies are small files saved on your computer's hard drive. **Cuocoadomicilio** mainly uses cookies which are automatically deleted at the end of every access session.

These are used by **Cuocoadomicilio** in order to allow you to:

- Take advantage of some personalized services
- Improve the security of the website, through prevention methods for illicit activities

Cookies will temporarily store the following personal data:

- The URL of the country of origin (whether it be the URL on the website of <http://www.cuocoadomicilio.info>, or found on other sites)
- The URL keyed in later on (whether it be the URL on the website of <http://www.cuocoadomicilio.info> or found on other sites)
- The type of browser being used
- IP address

If your browser consents it you can freely decline the use of cookies at any time, but this may prevent you from taking advantage of some of the services offered by **Cuocoadomicilio**.

4- 3.1 – What are "cookies" and why

Cookies are designed to save you time because they help us to provide you with a customized experience without you having to remind us of your preferences each time you return to our web pages. **Cuocoadomicilio** cookies are not designed to damage your files, nor can they read information from other files on your computer hard drive.

Cookies can also help us provide you with a personalized on-line experience in the following ways:

- they remember your user name and password for future visits so log-in is easier and faster.
- they ensure you are provided with the appropriate frames and content.
- they ensure you obtain all requested information.
- they help us deliver communications that are relevant and responsive to your interests and location.

Cuocoadomicilio cookies are limited to our web sites only, and are not designed to follow you when traveling on the Internet after leaving **Cuocoadomicilio** owned web site

If you would prefer not to have the benefits of cookies, your Internet browser can be adjusted to treat cookies in different ways. Depending upon the type of browser you are using, you may be able to configure your browser so that:

- you are prompted to accept or reject cookies on an individual basis ;
- you may be able to prevent your browser from accepting any cookies at all.

You should refer to the supplier or manufacturer of your web browser for specific details about cookie security. However, you should also understand that rejecting cookies might affect your ability to perform certain transactions on our web sites and our ability to recognize your browser from one visit to the next.

5- How we use your personal data

Cuocoadomicilio uses your personal data only for the purpose of dealing with your requests and to allow you to take advantage of related services.

Cuocoadomicilio may use some of your personal data for checks in the event of non conformist behaviour on your part, in order to settle controversies or conflicts, to resolve problems and to assert the rights stated on this document.

Cuocoadomicilio may use your email address to send you information on the services offered by **Cuocoadomicilio**.

6- How we store your personal data

Most of your personal data will be stored in the files and on the computer of **Cuocoadomicilio** to allow you to take advantage of all the services you may require.

In accordance with art. 7 of the Privacy Code you can ask to change, update, correct or cancel, even partially, your personal details at our welcome site for guests and/or on the website www.Cuocoadomicilio.info.

7- Communication of your personal details

Cuocoadomicilio wishes to inform you that some of your personal data may be to third parties when legally required. We do not surrender the personal data of our clients to third parties for purposes other than those stated in our Privacy Policy. Some cases in which your personal data may be disclosed to third parties are described below.

6.1 Internal service providers

Cuocoadomicilio may make use of internal service providers to whom some of your personal data may be disclosed. In some cases the disclosure is necessary to provide the services of **Cuocoadomicilio** requested by you. Access and use of your personal data provided by **Cuocoadomicilio** to internal service providers happens in a legal way and only for the purposes related to the use of their services. The disclosure occurs in compliance with the laws in place for the protection of personal data as well as those necessary for contractual confidentiality and privacy.

6.2 Legal requests

Cuocoadomicilio collaborates with public authorities to guarantee compliance with the law and the rights of other users and third parties, especially with regards to intellectual property. Therefore, in the event of a formal request and in compliance with the laws ruling the subject, your personal data may be disclosed to judicial authorities or other public administration agencies for the needs of the defence and security of the State, for preventative measures, for the verification or repression of illegal citizens, penal and administrative. Such public bodies also have the right to request and obtain personal information about you whenever this is necessary or appropriate for investigations or checks relating to acts of fraud, information fraud, violation of intellectual rights, acts of computer piracy, or other illegal activities which could subject **Cuocoadomicilio** or our clients to legal, civil or responsibility.

8- Access, control and changes to your personal data

1. The right to obtain confirmation of the existence or not of personal data relating to you, even if they are not yet registered, and have their communication in an intelligible form.
2. The right to obtain information on:
 - a. the source of the personal data relating to you

- b. how and for what purpose they will be used
- c. strategies applied in case of processing by electronic means
- d. the identifying particulars of the data controller, of data processors and designated representatives in accordance with art. 5, 2 of the Privacy Code
- e. the parties or the categories of parties to whom the personal data may be communicated or who may become aware of the data as designated representatives in the territory of the State, employees or those in positions of responsibility.

3. The right to obtain:

- a. the update, the correction or, where interested, the integration of data
- b. the deletion, the transformation into anonymous format if interested, or the blockage of data processed in violation of the law, including data whose storage is not necessary for the purposes for which the data were collected or subsequently processed.
- c. certification that the actions in points a) and b) are notified, also regarding their contents, to those to whom the data have been disclosed or disseminated, except in cases where such a fulfilment is deemed impossible or involves means which are manifestly disproportionate in relation to the protection of the rights.

4. You also have the right to object, in whole or in part, to:

- a. for legitimate reasons, the processing of personal data relating to you, even if pertinent to the purpose of collection;
- b. the processing of personal data relating to you for the purpose of sending advertising material, direct marketing, or for conducting market research or business related communication.

To exercise such rights, please contact **Dott Pierini Stefano o Dott. Nicola Vizzari**.

9- Security

To ensure the protection and confidentiality of your personal information, **Cuocoadomicilio** uses up to date technological security measures, including "firewalls". Furthermore, specific techniques are used to protect the data from being accessed by unauthorized third parties. We are committed to guaranteeing the minimum measures of security indicated in the Privacy Code and any subsequent changes made to it.

10- Forewarning

In futuro **Cuocoadomicilio** may amend this Privacy Statement from time to time in order to meet changes in the regulatory environment, business needs, or to satisfy the needs of our guests, properties, strategic marketing partners, and service providers. Updated versions will be posted to our web site and date stamped so that you are always aware of when the Privacy Statement was last updated.

11- Informative note

Object: informative note on the processing of your personal data in compliance with art. 13 of Legislative Decree 196/2003 providing the code in relation to the protection of personal data, and requests your consent to effectuate such processing.

We wish to inform you that for the conclusion and the execution of contractual relationships in progress with you, our organization is in possession of your personal data, including those acquired verbally, directly or from third parties, data defined as personal by Legislative Decree 196/2003 – Personal Data Protection Code.

This code provides that whoever processes personal data is required to inform the person in question on which data will be processed and some qualifying elements of the processing; this should happen lawfully and openly, safeguarding your privacy and your rights.

In compliance with this regulation we wish to provide you with the following information:

Nature of Data Processed

We process your personal and fiscal information, as well as data of economic nature which are necessary for the execution of contractual obligations with you, now or in future. The data which you submit to us and which we collect (such as name, Telephone and fax number, processed through physical or digital methods etc.) will be handled by us in compliance with the relevant laws in place. This is used as means of easy identification and finalized when providing the services requested by you.

Finally, **Cucoadomicilio** reserves the right to use the data supplied by you, also in tacit form, to send its own communications. If you wish to be removed please send your request in writing.

No dissemination and / or other treatment will be made by Cucoadomicilio and authorized and least widespread. Please note that, in dealing with such data, we will adhere strictly to the limits and conditions imposed by the Data Protection Commissioner in more detail in the permissions and general authorization no. 2/2002, 4/2004 and 1/2008, as well as the provisions of the code of ethics and good practice for the processing of personal data for social security purposes.

Purpose of processing

Your data are processed in relation to contractual needs and to fulfil subsequent legal and fiscal obligations, as well as to allow efficient management of financial and business operations.

Your data will be processed for the entire duration of the contract and after, for the fulfilment of legal obligations and for administrative and business purposes.

Method of processing

Your data is processed with the use of suitable procedures and tools in order to guarantee their protection and privacy, and may be carried out either on paper, or by technological means. Sensitive data is processed and stored by **Cucoadomicilio** only to instruct and manage any orders and / or tasks that we want to commission.

Obligatory or voluntary nature of providing data

Regarding the data that we are obliged to know in order to fulfil obligations provided for by law, regulations and Community legislation, or when requested by lawful or legitimate authorities, and supervisory or control organizations, the missing ordinance on your part leads to the impossibility of establishing and proceeding with the contractual relationship, as such data is necessary for its conclusion.

Who knows about your data

The following parties may have knowledge of your data, in their roles as employees or in charge of processing your data, appointed by the data controller Cucoadomicilio di Pierini Stefano&C. Snc site on STR Vecchia Ferrata delle miniere 7 Murlo (SI); P.I. 01176090528 Tel/Fax 0577-386036 Email staff@cucoadomicilio.info. **Pierini Stefano and Vizzari Nicola.**

- Business offices and internal secretariat
- Employees of accounting and invoicing

- Employees of business services
- Agents and representatives
- Administrators of computer systems for the maintenance or electronic archiving
- Office of Protocol and inner secretariat
- Computer Technicians

Communication and dissemination of data

Your data will not be disseminated by us, by this we mean disclosing data, to unspecified parties in any way, or make them available for consultation.

Your data may be communicated by us, by this we mean disclosing data, to one or more identified subjects or parties, under the following terms:

- ✓ Subjects that can access the data with a legal order, regulations and legislation, within the framework of the legal provisions in place.
- ✓ Subjects who need to access your data for the purpose of assisting the relationship which exists between you and us, within the strict limits required to fulfil their duties (such as shipping or credit agencies)
- ✓ Subjects who we consult, for the purpose of fulfilling their duties for our organization, and who are subject to a letter which demands privacy and discretion.

It is also our intention to publish on the website the relevant information regarding our business agreement and relationship with you.

Your rights

Below is an extract of art. 7 of Legislative Decree 196/2003, to remind you that you may address and exercise the following rights with us:

- obtain the confirmation of the existence or not of personal data relating to you, even if they are not yet registered, and have their communication in an intelligible form
- obtain information on the source of the personal data, as well as their purpose and how they will be processed
- obtain information on the strategies applied when processing is carried out by electronic means
- obtain the update, the correction or where interested, the integration of data
- obtain the deletion, the transformation into anonymous format if interested, or the blockage of data whose storage is not necessary for the purposes for which the data were collected or subsequently processed.
- obtain certification that the actions in points a) and b) are notified, also regarding their contents, to those to whom the data have been disclosed or disseminated, except in cases where such a fulfilment is deemed impossible or involves means which are manifestly disproportionate in relation to the protection of the rights.
- object, in whole or in part to, for legitimate reasons, the processing of personal data relating to you, even if pertinent to the purpose of collection
- object, in whole or in part, to the processing of personal data relating to you for the purpose of sending advertising material, direct marketing, or for conducting market research or business related communication.

To exercise such rights, please contact the management :

Data Controller and Data Processors

Cuocoadomicilio , site on Cuocoadomicilio di Pierini Stefano&C. Snc STR Vecchia Ferrata delle miniere 7 Murlo (SI); P.I. 01176090528 Tel/Fax 0577-386036 Email staff@cuocoadomicilio.info.

Pierini Stefano and Vizzari Nicola, phone number:

Cell. Pierini Stefano 3405827873

Cell. Vizzari Nicola 3491584065

A comprehensive list of those in charge of processing personal data, appointed by us, is available at our head office.