

## PRIVACY POLICY

The protection of personal data and the security of user information are fundamental priorities for us. For this reason, we have updated our Privacy Policy in accordance with Regulation (EU) 2016/679 (General Data Protection Regulation - GDPR), which has been in effect since May 2018 and applies to the member countries of the European Union. This Privacy Policy describes how we collect, use, store, protect, and share the personal data of users who visit our website. The information contained herein applies exclusively to our website and not to other websites or online services that may be accessible via external links.

**DATA CONTROLLER:** The data controller for the personal data collected through our website is Studio dei Geometri Delfrate F. Manfrini V. Snc-STP, located at Via IV Novembre 7/A, Colorno, 43052, Parma (email: [studio@delfratemanfrini.it](mailto:studio@delfratemanfrini.it); tel: 0521/313442). The responsible and data controller is Geom. Fernando Delfrate, who can be contacted at the following email address: [studiodelfratemanfrini@pec.it](mailto:studiodelfratemanfrini@pec.it).

**TYPES OF DATA COLLECTED:** While navigating the website of Studio dei Geometri Delfrate F. and Manfrini V. ([www.delfratemanfrini.it](http://www.delfratemanfrini.it)), the information system and related software acquire a number of details. By filling out the contact forms on the website, the user provides information such as their name and email address, which we collect. Additionally, we collect data related to their browsing, such as the IP address, browser and device data, and navigation information through the use of cookies. We also collect data voluntarily shared by the user, such as any information sent via email, contact forms, or other means.

**PURPOSE OF DATA PROCESSING:** We process personal data for the following purposes, based on specific needs and the legal basis justifying the processing:

- Managing contact and support requests: to respond to inquiries, provide information about our services, or assist with other needs.
- Improving the site and user experience: to analyze the use of the site and improve its functionality, accessibility, and content.
- Compliance with legal and contractual obligations: to comply with legal, regulatory, or contractual obligations (e.g., tax and accounting obligations).
- Managing potential disputes (e.g., contractual breaches, arbitrations, legal disputes).
- Other purposes related to managing employment relationships.

**LEGAL BASIS FOR PROCESSING:** We process user personal data based on the following conditions:

- Explicit consent: when the user submits their data via contact forms on the website and explicitly accepts the Privacy Policy by ticking a box.
- Contract execution: when the processing of data is necessary for managing requests and executing an existing contract.
- Compliance with legal obligations: when processing is necessary to fulfill legal or regulatory obligations.

**DATA RECIPIENTS:** The user's personal data will not be sold to third parties. However, we may share it with:

- External service providers that assist in managing the website, sending communications, or processing data (e.g., hosting services, email marketing platforms, etc.).
- Legal authorities if necessary to fulfill legal obligations or defend legal rights.

**DATA STORAGE:** Personal data will be stored for the period strictly necessary to achieve the purposes for which it was collected, in accordance with applicable laws. Once this period has expired, the data will be deleted or anonymized, unless retention is required to comply with legal obligations.

**DATA TRANSFER:** The data controller is not part of a group and, therefore, does not foresee transferring user data to other companies located in non-EU countries.

**USER RIGHTS:** In accordance with the GDPR, the user has the right to exercise, at any time, the following rights regarding their personal data:

- Right of access: the user can request a copy of the personal data we process.
- Right of rectification: the user can request correction of inaccurate or incomplete data.
- Right to erasure (right to be forgotten): the user can request the deletion of their personal data in cases provided by law.
- Right to restriction of processing: the user can request limitation of the processing of their data under specific circumstances.
- Right to object: the user can object to the processing of their data for legitimate reasons, including processing for direct marketing purposes.
- Right to data portability: the user can request a copy of their data in a structured, commonly used, and machine-readable format.

To exercise these rights, the user can contact us via email at [studio@delfratemanfrini.it](mailto:studio@delfratemanfrini.it).

We will respond to requests without undue delay, and within one month of receiving the request, as required by the GDPR. If the request is particularly complex or if the Data Controller receives numerous requests, the deadline may be extended up to three months. In this case, we will inform the user within one month of receiving the request, explaining the reasons for the delay.

**DATA SECURITY:** We implement appropriate technical and organizational measures to protect personal data from unauthorized access, misuse, disclosure, alteration, and destruction. We use the HTTPS protocol to ensure the security of communications between your device and our website.

**COOKIES:** Our website uses cookies to enhance the browsing experience. You can consult our Cookie Policy for more details on how cookies are used and how you can manage them.

**CHANGES TO THE PRIVACY POLICY:** We reserve the right to update this Privacy Policy at any time in accordance with applicable laws. Changes will be published on this page, and the date of the latest update will be indicated. Therefore, we encourage users to periodically check this section to stay informed about updates.

**CONTACT:** For any questions or requests regarding our Privacy Policy or the processing of personal data, please contact the Data Controller:

Studio dei Geometri Delfrate F. Manfrini V.



**VIA IV NOVEMBRE N.7/A - 43052 COLORNO (PR)**  
apertura al pubblico dal lunedì al venerdì 8.00-13.00

Colorno (PR), 43052, Via IV Novembre 7/a

VAT and Tax Code 01758070344

Email: [studio@delfratemanfrini.it](mailto:studio@delfratemanfrini.it)

Tel: 0521/814650

Privacy complaints will be evaluated in order to resolve the issue promptly and effectively. The right to file a complaint with the Data Protection Authority of the user's country of residence is reserved. As previously stated, in Italy, the competent authority is the Garante per la protezione dei dati personali, which can be contacted via the contact information on the website [www.garanteprivacy.it](http://www.garanteprivacy.it).

Last update: 27/01/2025