

## PRIVACY NOTICE

### PURSUANT TO ART. 13 et seq. EU Reg. 679/16 relating to the protection of natural persons with regard to the processing of personal data (hereinafter “GDPR”)

This Privacy Policy is intended for visitors to the website [www.insultecno.com](http://www.insultecno.com) (hereinafter “**Site**”) owned by Insul.Tecno Group S.r.l. and describes the methods of processing the personal data of users who consult or interact with the Site.

Our Privacy Policy sets out what personal data we collect and how we collect it. It explains what we use your personal data for and how we protect and keep it safe.

Personal data means any information or piece of information that could be linked directly (e.g. your name) or indirectly (e.g. a unique identification number) to you.

#### In this Privacy Policy, we will explain to you:

1. Who is the Data Controller of your personal data
2. What personal data is collected
3. How personal data is collected
4. How/for what purposes personal data is used
5. On what basis we use personal data
6. How long we retain personal data
7. With whom we share personal data
8. The countries to which we transfer personal data
9. Measures to protect personal data
10. Your rights in relation to personal data.

#### 1. Who is the Data Controller of your personal data?

Insul.Tecno Group S.r.l. (P.IVA: 07164510963), in the person of its legal representative pro-tempore and with registered office in via Tandardini n.15 - 20136 Milano (MI) is the Data Controller of the personal data that you can contact at the e-mail address:

[info@insultecno.com](mailto:info@insultecno.com)

#### 2. What personal data do we collect?

The personal data we collect, and process may include:

- **Basic information:** name, surname, gender, age or date of birth
- **Contact information:** information that allows us to contact you such as your personal or business email, telephone number, company name
- **Technical and network activity information:** information about your device and your use of our Sites, applications and systems, access time, pages viewed, URLs visited, forms submitted
- **Purchases of our products and/or services** and the activities related and essential to such purchases.

You can choose not to provide us with personal data when we ask you to. If you choose not to provide us with your personal data, this may limit our relationship with you. For example, we may not be able to provide you with the products/services requested.

#### 3. How do we obtain personal data?

Directly from you when:

- Fill out the contact form on the Site to receive information
- Communicate and send us your email to receive promotional material and/or our newsletter
- Contact us in other ways by releasing your personal data.

#### **4. How/for what purposes do we use your personal data?**

We use your personal data for the purposes described below in this Privacy Policy or for purposes reasonably compatible with those described.

To manage our relationship with you, we will use your personal data to:

- Provide information requested by you by completing the contact form or by email or with other forms of contact with us
- Provide you, if you become our customer, our products and services, as well as manage and finalize their purchase and carry out the obligations arising from legal, tax and accounting obligations
- Subject to your further explicit consent - which may be requested from you subsequently - carry out commercial and promotional activities such as sending: newsletters, information and promotional material on products, special initiatives and/or promotions by traditional mail, email
- Perform analysis, market research and segmentation to understand your preferences, improve our products and services and our communications.

We will also use your personal data to:

- To respond to requests from competent public authorities: to defend a right of Insul.Tecno before a judicial authority or in another place
- To inform you about changes to our terms, conditions
- To investigate and take action against illegal or harmful behavior of users.

#### **5. On what legal basis do we use your personal data?**

We use your personal data by basing the processing on one or more of these legal bases:

- Execution of contractual obligations of related pre-contractual measures for the correct management of your relationships with Insul.Tecno Group
- Need to fulfill a legal obligation

We usually need your consent in the following circumstances:

- Inserting cookies on your device to find out how you use our websites, so that we can personalize what you see, adapting the contents and notifications to the things that interest you; refusal to provide information necessary for navigation purposes could make it impossible to carry out activities strictly connected with navigation itself. Navigation data is collected through the use of cookies. To learn more about how cookies work, how to activate and deactivate them, consult the cookie policy
- Before sending you some commercial communications electronically
- In any other situation in which the processing of personal data is based on your consent. You can withdraw your consent at any time.

## 6. How long do we keep personal data?

For marketing and profiling purposes, we will retain your data until you revoke your consent. In any case, personal data that you may provide for marketing purposes will be retained for a maximum of 24 months from collection, while for profiling purposes they will be retained for a maximum of 12 months from collection, unless you revoke your consent beforehand.

If you become our customer, we will retain your personal data for ten years after your authorization to use the data (which coincides with the contact request) requested, if this is necessary to comply with a legal obligation or to defend a right of Insul.Tecno before a judicial authority.

As provided for by art. 2220 of the Italian Civil Code, invoices, as well as all accounting records in general, are retained for a minimum period of ten years from the date of registration, so that they can be presented in the event of an inspection.

The data may be subject to possible processing in anonymous form for the performance of statistical activities aimed at carrying out institutional activities and/or improving our products/services.

Periodic checks are planned on the data processed and on the possibility of being able to delete them if no longer necessary for the intended purposes.

## 7. Who do we share personal data with?

Your personal data are accessible to the Data Processor, to the relevant personnel in charge of responding to your request for information and, if you become our customer, to the personnel in charge of following the purchase of the Products/Services requested by you, as well as to external Data Processors (e.g. IT consultancy, etc.). Your data may also be communicated to the following categories of subjects:

- Public and private bodies for the fulfillment of the obligations required by law.
- Third-party companies in charge of providing us with support in the area of advertising, marketing and public relations, in the event that you have given your consent for this purpose.

We point out the possible sharing of data to third-party companies in the event of mergers, acquisitions, transfer of a company or branch of a company or other extraordinary transactions; professionals, independent collaborators, including in associated form and commercial partners (i.e., third parties who provide commercial, professional and technical services for the management of the Site and the pursuit of the purposes specified above).

## 8. Transfer of personal data

The transfer of the collected data outside the European Union is not foreseen.

To protect the information of the interested parties, the Data Controller implements and uses appropriate organizational and technical measures to protect the data from loss, incorrect use, unauthorized access, disclosure, accidental damage or destruction.

## 9. What are the rights of the interested parties?

The possibility of exercising the rights referred to in Articles 12 and following of the GDPR is recognized. You have:

- the right to access personal data present in the paper and/or electronic archives of Insul.Tecno Group
- the right to request rectification, updating and deletion, if incomplete or erroneous, as well as to oppose their processing for legitimate and specific reasons
- the right to obtain the rectification of inaccurate personal data without unjustified delay. Taking into account the purposes of the processing, the interested party has the right to obtain the integration of incomplete personal data, also by providing a supplementary declaration
- the right to obtain the deletion of personal data concerning him/her without unjustified delay if one of the reasons referred to in art. 17, paragraph 1 of the GDPR exists
- the right to obtain the restriction of processing when one of the hypotheses referred to in art. 18, paragraph 1 of the GDPR occurs
- the right to data portability within the limits and in the ways provided for by art. 20 of the GDPR and the Guidelines on data portability
- the right to lodge complaints with the competent Authority.

The relevant requests must be brought to the attention of the Data Controller, by means of a communication to be sent to the following email address: [info@insultecno.com](mailto:info@insultecno.com)

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