

In accordance with article 13, legislative decree June 30<sup>th</sup> 2003 n° 196, we inform that **TI.MAN. S.r.l.** guarantee respect of fundamental rights and freedom in the processing of personal data within the scope of the normative provisions, including the dignity of the subject (art, 4, paragraph 1, letter i) particularly referring to privacy, personal identity and the protection of personal data. In this page, we describe the management policies of website [www.ti-man.it](http://www.ti-man.it) with regards to processing of personal data of its users in accordance with legislative decree 196/2003. This information refers to services offered in this website only, it does not extend to other websites that can be accessed via links on ti-man.it website, of which **TI.MAN. S.r.l.** is not responsible.

### **DATA PROCESSING AND RELATING PURPOSES**

All personal information you provide are the result of your free choice: we do not have any illegal means to obtain this information without your consent. The information you provide when sending an email and/or through filling in the registration form are used to reply to your questions and to meet your requests; only through explicit manifestation of your consent can our organization use your personal data for sending promotional and commercial messages regarding new offers of product and services.

Moreover, only through your specific consent will your personal data be made available to our commercial partners, which are able to provide useful information and promotional material of your interest.

### **TREATMENT METHODS**

Processing of personal data can be carried out with or without electronical/automated tools, and includes all necessary operations for data processing provided for in art. 4 paragraph 1, letter a, legislative decree June 30<sup>th</sup> 2003 no. 196 ("data processing" concerns any operation or complex of operations, carried out also without the use of automated means, concerning collection, registration, organization, storage, consultation, elaboration, modification, selection, mining, comparison, use, interconnection, block, communication, circulation, cancellation and distribution of data, even if not registered in a database); data processing is always carried out ensuring safety and confidentiality.

Personal data will be handled by appointed personnel only, nominated by **TI.MAN. S.r.l.**, which ensured all minimal measures of computer security necessary to reduce the risk violation of the users' privacy from a third party to a minimum. These measures are updated constantly and any time it is necessary.

### **TYPES OF DATA**

The computer systems and software procedures used to operate this website acquire, during their normal operation, some personal data whose transmission is implicit when using Internet communication protocols. This information is not collected to be associated with identified persons, but because of their nature they could lead, through their processing and associations with data held by third parties, to the identification of specific users. This data category includes IP addresses or domain names of computers used by users connected to the site, URI (Uniform Resource Identifier) of requested resources, time of request, the method used to submit the request to the server, the size of the file obtained in reply, the numerical code indicating the status of the response from the server (successful, error, etc, ...) and other parameters regarding the operating system and the computer environment. These data are used only to obtain anonymous statistical information on site usage and to check its correct functioning and they are immediately deleted after processing. The data could be used to ascertain responsibility in case of hypothetical computer crimes against the site.

## **FACULTY OF CONFERRING YOUR DATA**

Optional, explicit and voluntary emailing at email addresses indicated on this website implies acquisition of the address of the sender and related personal data included in the text, which is necessary in order to reply to the sender's requests.

## **COOKIES**

Cookies are short strings that are saved, as you browse the websites on your computer, tablet, smartphone, or other devices that allow the site to recognize you after the first visit and then improve its user experience.

There are two main categories of cookies: technical and profiling cookies. This website uses technical cookies solely in order to providing the supplier of a service explicitly requested by the user the necessary information to provide said service (art. 122, paragraph 1). These cookies can be divided into session cookies, which allow normal use of the website (allowing for example to buy online or sign in/access reserved areas); analytic cookies, related to technical cookies used to gather data on the number of users and how they use the website; functional cookies that allow to save the user selections (for example the language and the products selected for buying). The use of technical cookies is strictly limited to the transmission of session identifiers and data to allow a safe and efficient browsing of the website.

This website does not use any kind of profiling cookie (aimed at creating users' profiles and used to send promotional messages). This website uses third-party cookies to receive on the user's device, while browsing a website, cookies sent by other websites (e.g. social plugin for Facebook, Twitter, Google+ and LinkedIn), aimed at sharing contents on social networks.

Complete list of privacy policies for third - party cookies

google.com: [www.google.it/intl/it/policies/privacy/](http://www.google.it/intl/it/policies/privacy/)

youtube.com: [www.google.it/intl/it/policies/privacy/](http://www.google.it/intl/it/policies/privacy/)

addthis.com: [www.addthis.com/privacy](http://www.addthis.com/privacy)

## **How to disable cookies?**

The vast majority of browsers (Internet Explorer, Firefox, etc.) are set up to accept cookies. However, most of them allow you to control and disable cookies through settings. We would like to remind that disabling cookies may result in some website malfunction and/or limit the services offered.

## **SCOPE OF KNOWLEDGE**

Personal data will be handled by appointed personnel only, nominated by title holder

**TI.MAN. S.r.l.**

## **COMMUNICATION AND SHARING**

Your personal data can be shared by us in the following terms: to public or private parties that are allowed for legal disposition, regulation or Community legislation within the limits provided by those regulations; to parties that need to access data for auxiliary purposes to the relation between the two parties, within the limits strictly necessary to carry out the tasks (e.g. banks and credit institutions); our consulting parties, within the limits that allow them to carry out their tasks for our organization, following our engagement letter which imposes confidentiality and safety. Your data will not be shared with unknown parties unless with your specific consent.

**RIGHTS OF THE INTERESTED PARTIES**

Pursuant to Art. 7 of Legislative Decree no. 196/2003, you are entitled to access your data, to have them updated integrated or cancelled without delay in the event they are processed in breach of the law, to refuse your consent for the processing of your data for commercial or advertising purposes. The user has the right (in accordance with art. 13 letter f, d.l. 196/2003) of requesting a complete, updated list of all Data Supervisors to the appointed supervisor for data processing **Giacomo Viberti**, writing to [timan@ti-man.it](mailto:timan@ti-man.it) in order to receive a prompt reply.

**DATA PROCESSING SUPERVISOR**

The data processing supervisor is **TI.MAN. S.r.l. - Via Statale, 119 - 12069 Santa Vittoria d'Alba (CN) - tel. 0172-479346 - email: [timan@ti-man.it](mailto:timan@ti-man.it) - PIVA 02602650042 e CF 01571690187.**