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Information leaflet drawn up pursuant to art. 13 of Law Decree no. 196 dated 30 June 2003 (Law on the Protection of Personal Data, hereinafter "C.P.")

The Processing Controller

During or following connection to this Website, data may be processed relating to identified or identifiable persons. The "controller" of their processing is PROMEC – Special Company of the Modena Chamber of Commerce, with registered office in Via Ganaceto 113, 41121 Modena, email address: promec@mo.camcom.it

Place of Data Processing

The processing operations relating to the web services offered by this website are normally performed in the aforementioned offices by personnel charged with processing only, or else by any persons charged with maintenance operations.

The personal data provided by users who make specific requests are used for the sole purpose of, if necessary, carrying out the requested service and are only notified to third parties when necessary for such purpose.

Types of Data processed

**** Navigation data**

The IT system and *software* procedures used to operate this website acquire, during the course of standard operation, a number of personal data, the transmission of which is implicit in the use of the Internet communication protocols. Such information is not collected to be associated with identified parties involved, but by its very nature, through processing and association with data held by third parties, could permit identifying the users.

These data are used for the sole purpose of obtaining anonymous statistical details regarding the use of the website and to control its correct operation.

**** Data supplied voluntarily by the user**

The optional, explicit and voluntary sending of emails to the addresses indicated on this website involves the subsequent acquisition of the sender's address, required to answer requests, as well as of other personal data entered in the correspondence.

Specific summary information leaflets will be gradually shown or displayed on the website pages compiled for particular on-request services.

**** Cookies**

Cookies are a small quantity of data stored in the computer RAM or on a fixed disc every time a website is visited. Our website uses the *cookies* to recognise and keep trace of visitors, so as to provide them with faster access to the website and change the latter's contents according to preferences. The *cookies* do not in any way allow the visited website to access other data in the user's computer.

Optional nature of providing Data

Except for what has been said about navigation data, the user is free to provide personal data whenever requested in special sections of the website.

Failure to provide such data could however result in the impossibility of obtaining whatever requested.

Processing Procedures

The personal data are processed using automated instruments for the time strictly required to achieve the purposes for which they were collected.

Specific safety measures are observed to prevent losing data, unlawful or incorrect use and unauthorised access.

Rights of the parties involved

Pursuant to art. 7 of the Italian Privacy Law, the parties to which the personal data refer are entitled at any time to obtain confirmation of the existence or not of the data themselves, to know their content and origin, to check their exactness or to ask for them to be supplemented, updated or amended, to ask for their cancellation, transformation into anonymous form or for the blockage of the data processed against the law, as well as oppose their processing in all cases, for legitimate reasons.

Such requests must be made to the processing controller.

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PROMECE, data processing controller, wants your data to be processed with the utmost transparency, it therefore wishes to inform you as follows:

1. The personal data collected and relating to access to our website, will be processed for the purposes indicated on the initial page of this website, which we invite you to visit for complete information on the Privacy Policy adopted by us.

2. Any personal data provided by you by completing and sending the forms will be processed for purposes of:

- sending informative material for business and internationalisation purposes;
- information and replies to queries relating to initiatives and services for business and internationalisation purposes;
- sending information relating to training activities;
- carrying out surveys for statistical purposes;
- updating the PROMECE Databank
- and finally will be distributed in Italy and abroad, for related promotional activities only.

The providing of your personal data for such purposes is optional and without consequences in the case of refusal on your part to provide such data, excepting the impossibility of providing you with any requested information.

3. The personal data may be notified to third parties: institutes, institutions and trade associations, for the sole purpose of carrying out activities strictly connected and necessary for the purposes indicated at point 2 above.

If you agree to the processing operations described in our Privacy Policy as supplemented at point 2 above, complete and send your queries with the requested details; conversely, if you do not agree with all the processing operations indicated above, please do not complete any forms or send any messages: this would put us in a position to withhold personal data that you yourselves do not want us to process. For queries, requests, etc. and notices in general addressed to PROMECE please send email notices to promec@mo.camcom.it

You shall be entitled to all the rights indicated by article 7 of law nr. 196/2003 by simply sending an email message to the address of the Processing Controller as indicated in our Privacy Policy.