

WEB SITE POLICY

This policy is provided for pursuant to Regulation 679/2016 (EU) to the users visiting the following web page:

www.arkas-italia.it

The policy describes the management of the Website as regard to the processing activities concerning personal data of users who visit its web pages. Specifically, it regards the content of the Website only and it does not concern any other web site that might be visited by users by clicking on external links which may be available on the Website.

1. HOW IS THE DATA CONTROLLER?

ARKAS ITALIA s.r.l. is the Data Controller of your personal data.

2. WHAT IS PERSONAL DATA? WHY IS YOUR PERSONAL DATA PROCESSED?

“Personal Data” means any information relating, directly or indirectly, to an identified or identifiable natural person, for the purposes of this policy, you who are visiting the Website (“Data”).

In particular, **ARKAS ITALIA s.r.l.** processes the Data listed here below:

- your name and surname;
- your contact data (such as, your phone and e-mail);
- *place and date of birth and other information you might give us while you are sending your application;*
- the IP address of your PC.

When you visit the Website, We may collect your Data either directly (*e.g.*, where you voluntarily decide to interact with the Website’s features, by providing your Data as asked for in specific forms) or indirectly (*e.g.*, by tracking your IP address in order to monitor the use of the Website).

More in details, **ARKAS ITALIA s.r.l.** directly collects your Data, should it be necessary to satisfy your requests made through the Website’s features. [*example - by registering to our Website and/or subscribing to our newsletter, requesting for services offered by the Website or access to reserved sections within the Website, and by being provided with services offered through the Website, you may need to provide us with information about you.*]

Through the Website, the user may also:

- Contact **ARKAS ITALIA s.r.l.** by fulfilling specific forms available on the Website;
- Subscribe to our newsletter .

When you visit the Website, your Data is collected indirectly as well, as we track both the IP address and the URL of your device.

Moreover, your Data might also be collected and processed in order for Us to carry out activities relevant to the management and the administration of the Website.

You are free to decide whether or not providing us with your Data; however, should you fail to provide your Data, **ARKAS ITALIA s.r.l.** won't be able to satisfy the requests you might submit.

In any case, we are committed to ensure that the information we collect and process is adequate with regard to the purposes hereby indicated and that said processing does not involve an invasion of your privacy.

3. COOKIE

Cookies are small pieces of data (text file) sent from a website and stored on the user's computer by the user's web browser while the user is browsing.

3.1 Which kind of cookies do we use?

We make use of different kinds of cookies, including both *session cookies* (which are eliminated any time the Website browsing session ends or when the browser is closed), and *permanent cookies* (which can be permanently stored on the user's device until their expiration or deletion by the user).

ARKAS ITALIA s.r.l. uses first-party *cookies* (i.e., files which are set by the web server of our Website and have the same domain), and permits the transmission of *third-party cookies* (i.e., cookies set by other parties which are embedded on the Website). **ARKAS ITALIA s.r.l.** does not monitor the settings of *third-party cookies*. We recommend that you look for more information about these *cookies* on the websites of such third-party providers, and find out the corresponding options for managing them. To this regard, in order to obtain more details about the privacy policy of third parties which are providing *cookies* on our Website, you might want to click on the links listed in the tables here below.

Generally speaking, **ARKAS ITALIA s.r.l.** makes use of the so-called technical cookies which enable the Website to function properly and make it possible to provide you with the services you asked for.

[The Website might also use the so-called profiling cookies, which are aimed at monitoring users during their visits, creating user profiles and studying users' behaviors and interests. Profiling cookies are typically used to collect information about users to be then processed for marketing purposes. This kind of cookies also includes some features

developed by third parties, such as icons and preferences given on social networks in order to share the content of the Website, or to use tools provided for by third parties (such as software to elaborate maps or giving some additional services). These cookies are generally sent by third parties and/or by other websites which offer their features on the Website.]

3.2 How do I adjust my settings for cookies?

You have the chance to deny us to make use of *profiling cookies* and/or *third-party cookies*, by disabling them; in particular, it is your right to opt-out the use of said cookies by clicking on the specific banner when you first land on the Website.

Furthermore, should you decide to disable/refuse the use of said cookies, you may at any time set up your browser settings. Here below, you may find more information about the steps to be taken in order to disable cookies with regard to each of the most commonly used browsers. Please bear in mind that some technical cookies are essential for the Website to function properly; disabling them might prevent the navigation.

- Chrome, [<https://support.google.com/accounts/answer/61416?hl=it>];
- Mozilla Firefox, [<https://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences>];
- Internet Explorer, [<https://support.microsoft.com/it-it/help/17442/windows-internet-explorer-delete-manage-cookies>];
- Safari, [https://support.apple.com/kb/PH21411?viewlocale=en_US&locale=en_US];
- Safari iOS (mobile) [<https://support.apple.com/en-us/HT201265>].

In addition, by clicking on the links listed in the tables above, you might disable third-party cookies we use on the Website.

On top of this, we inform you that it is possible to set up and manage preferences about the use of profiling and marketing cookies through the web site *Your Online Choices* [<http://www.youronlinechoices.com/it/>].

Finally, please be informed that in order to prevent the use of Google Analytics cookies, it is necessary to change your browser's settings by downloading an additional tool to disable JavaScript. Said tool is available at the following link [<https://tools.google.com/dlpage/gaoptout?hl=it>].

4. IS DATA TRASFERRED TO ANOTHER COUNTRY? IS DATA DISCLOSED TO OTHER ENTITIES?

The Website is located on a server in **ARKAS ITALIA s.r.l.**

For the purposes specified above, your Data may be transferred to other legal entities within the group located in countries inside the European Union.

Your Data may also be transferred to third parties providing services for the management, the maintenance and the development of the Website and, generally speaking, IT services.

Your Data might also be transferred to third parties located outside the European Economic Area offering IT services in favour of **ARKAS ITALIA s.r.l.**; should this transfer be necessary, we are committed to ensure that appropriate measures are put in place in order to ensure that the level of protection of natural persons guaranteed by the Regulation is not undermined.

5. HOW LONG IS PERSONAL DATA RETAINED FOR?

We will keep your personal data only as long as it is reasonably necessary for the purposes described in this Privacy Statement.

Should you provide us with your Data, your personal data will be deleted within a few weeks from your request to do so has been received, *save for the Data you provided us with during the selection process (which will be retained for 12 month from your application) and for the Data you provided in order to have access to a reserved area of the Website (which will be processed for 12 month).*

[Should you subscribe to our newsletter, your Data will be retained as long as you decide to unsubscribe from said newsletter.]

On top of this, we reserve the right to store Log Data longer, if there are facts which suggest that computer crimes are committed against the Website.

6. HOW CAN I EXERCISE MY RIGHTS AS DATA SUBJECT?

At any time, you, as data subject, have the right to:

- Access to your Data we have and ask for a copy;
- Obtain the rectification or the update of your Data, should it be inaccurate or incomplete;
- Provided that the relevant conditions are met, obtain the erasure of your Data or the restriction of processing of your Data;
- Ask for Data portability.

Finally, you have the right to object at any time to the processing of your Data, or to lodge a complaint before the supervisory authority.

For any further information about the processing activities carried out by the Data Controller, and/or the exercise of your rights, you may contact **ARKAS ITALIA s.r.l.** at the e-mail address info@arkas-italia.it or by express courier at Arkas Italia s.r.l. / Ponte Morosini 59/3 16126 Genova.