



PRIVACY POLICY

This privacy policy (hereinafter, “**Privacy Policy**”) applies to anyone – including employees, collaborators, suppliers, counterparts (hereinafter, the “**User(s)**”) – who in any way transmits, discloses or communicates his/her personal data, of any kind (hereinafter, the “**Personal Data**”), to Fondazione di Ricerca Istituto Cattaneo, with main seat in Bologna, Italy, via Guido Reni 5 (hereinafter, “**Istituto Cattaneo**”), even via the website www.cattaneo.org (hereinafter, the “**Website**”)

Istituto Cattaneo undertakes to make known this Privacy Policy to the Users, also via the Website, before it receives the Personal Data and before it acquires the authorization to process them, which can be given in writing or within the on-line subscription procedure. The authorization to the processing of Personal Data is deemed to be given in writing even with the ticking of the box provided in the on-line subscription procedure. If any User does not want to accept the practices described in this Privacy Policy, he/her should not disclose Personal Data to Istituto Cattaneo not should not subscribe to the Website.

Since Personal Data will be processed in Italy for the purposes described herein, any such processing of Personal Data will be conducted in compliance with applicable Italian laws and Italian Data Protection Code (Legislative Decree no. 196/2003, hereinafter “**Italian Data Protection Code**”). This Privacy Policy is intended to provide the User with all the information needed in order to understand the privacy practices of Istituto Cattaneo and contains all the information due according to article no. 13 of the Italian Data Protection Code.

If further information about Privacy Policy is needed, any User can contact Istituto Cattaneo at istitutocattaneo@cattaneo.org or visit the website of the Italian data protection Authority at www.garanteprivacy.it.

1. Privacy Policy principles

Istituto Cattaneo guarantees the right to the protection of the Personal Data of the Users and ensures that such Personal Data are processed in Italy in a correct and lawful manner and in accordance with good practice.

In processing data that can personally identify the User, directly or indirectly, Istituto Cattaneo shall apply the principle of strict necessity. Istituto Cattaneo shall not disclose the identity of the User when not necessary and shall keep the Personal Data for the period that is strictly necessary for the purposes for which such Personal Data are collected and processed, all in accordance with applicable laws.

This Privacy Policy is inspired by the following principles:

- Istituto Cattaneo shall process the Personal Data only for the purposes and with the means provided by this Privacy Policy;
- Istituto Cattaneo shall process the Personal Data within the limits of the authorization given by the User;
- Istituto Cattaneo shall not communicate the Personal Data to third parties without the previous consent of the User;
- Istituto Cattaneo shall promptly comply to any request of cancellation, modification, or integration of the Personal Data from the User;
- Istituto Cattaneo shall always guarantee the privacy of the User and apply proper security measures for such purpose.

2. Purposes and means of processing of the Personal Data

Pursuant to article no. 13 a) of the Italian Data Protection Code, the Personal Data shall be processed for the following purposes:

1. to accomplish to obligations provided by law, rules, judgements or agreements, even collective;
2. to manage disputes and to protect the rights of Istituto Cattaneo;
3. to receive, administrate and take into account payments and incomes, to carry on anti-fraud controls, to compile invoices, balances and accounting documents, to carry on management audit;
4. to identify the Users that submit papers to Istituto Cattaneo;
5. to identify the Users that subscribe to conferences, seminars, conventions and similar events organized by Istituto Cattaneo and to admit them to such events;
6. to identify the Users that visit, register, access, surf and/or subscribe to the Website with the filling-in of the registration form;
7. for employees and collaborators, to administrate their employment or collaboration;
8. to comply with the request of assistance to the customer care service;
9. to evaluate the satisfaction of the Users about the services provided;
10. to inform the Users, even via e-mail, phone or electronic communications, of the activities of Istituto Cattaneo such as publications, conferences, seminars, conventions, events, press releases, calls for paper and similar.

The Personal Data shall be stored and processed both by electronic means and paper-based means.

The Personal Data will not be disclosed to third parties for purposes not permitted by the law or without the explicit authorization of the User, unless it is necessary to the purposes authorized by the User.

The Personal Data will not be transferred to any countries outside Italy if such countries do not provide for an adequate level of protection of the privacy of individuals.

3. Necessity of the Personal Data processing and refusal of authorization.

Pursuant to article no. 13 b) and c) of the Italian Data Protection Code, the Personal Data processing can be necessary to the purposes of such processing, as described in this Privacy Policy, or optional.

The Personal Data processing is necessary for the purposes no. 1-8 of article no. 2 of this Privacy Policy: if the User refuses to authorize the necessary processing of the Personal Data, Istituto Cattaneo could not relate to him/her. Therefore, the User should not use the Website, shall not be admitted to the events organized by Istituto Cattaneo, shall not submit papers and the stipulation or the fulfillment of any agreement can be refused to him/her.

The failure to provide the optional Personal Data or to authorize their processing does not have any effect on the relationship with Istituto Cattaneo, except for what is provided by the optional purposes no. 9-10 of article no. 2 of this Privacy Policy.

4. Personal Data processors

Pursuant to article no. 13 d) of the Italian Data Protection Code, it is stated that Fondazione di Ricerca Istituto Cattaneo, with main seat in via Guido Reni 5, 40125, Bologna, Italy, fiscal code / VAT number 00895880375 in person of its *pro tempore* legal representative, is the owner and the controller of the processing of the Personal Data of Users according to article no. 28 of the Italian Data Protection Code.

It is also stated that the physical person in charge of the responsibility for the Personal Data processing is Pier Giorgio Ardeni, Presidente and Legal representative of Fondazione di Ricerca Istituto Cattaneo, according to article no. 29 of the Italian Data Protection Code.

For organizational and operational purposes only, Istituto Cattaneo may appoint certain entities that will also process the Personal Data of Users or that may have such Personal Data disclosed to. Such purposes are strictly connected to the performance of services provided on the Website and to the organization of the events held by Istituto Cattaneo.

At the moment of the release of this Privacy Policy, the entities appointed to process the Personal Data are:

- public administrations, welfare and assistance entities;
- banks, credit institutions, retirement trusts or accounts, insurances;
- postal and courier services;

- external professional consultants, advisor, services supplier;
- for employees and collaborators, syndicate, labor unions, guilds (which the User is subscribed to), labor medical practitioners, labor commissions, professional training institutions, suppliers of services to employees or collaborators, public job placement services,

Any User can contact Istituto Cattaneo at istitutocattaneo@cattaneo.org to receive a full and up-to-date list of the entities appointed to process the Personal Data.

The Personal Data may also be disclosed to third parties who provide specific services as data processors on behalf of Istituto Cattaneo. Any such disclosure will be conducted, in each instance, without exceeding the original purposes for which the Personal Data were collected and subsequently processed.

In addition, the Personal Data may be disclosed to third parties, to the police or to judicial authorities, in compliance with applicable laws and regulations and upon a formal request by such authorities, in order to (1) comply with applicable laws, (2) respond to governmental and judiciary inquiries, (3) comply with valid legal process, and (4) protect the rights or property of Istituto Cattaneo.

5. Security measures

Istituto Cattaneo has adopted security measures to protect Personal Data against accidental or unlawful destruction, loss, alteration, unauthorized disclosure or access and against other unlawful forms of data processing.

Istituto Cattaneo has also adopted on 31.3.2016 a programmatic document about the security of the Personal Data processing to guarantee the safety of the data collected in the internal procedures followed by Istituto Cattaneo.

Nevertheless, Istituto Cattaneo cannot guarantee that the security measures adopted for the protection of the Website and the transmission of data and information through the Website will prevent or exclude any risk of unauthorized access to or loss of data. It is advisable that the Users' computer be equipped with software devices for the protection of network data transmission and receipt (such as, updated antivirus systems) and that Users' Internet service provider take appropriate measures for the security of network data transmission (such as, firewalls and anti-spam filtering).

6. Users' rights

Pursuant to article no. 13 e) of the Italian Data Protection Code, the User has and can exercise at any time the rights provided by article no. 7 of the aforesaid Italian Data Protection Code, which is deemed to be entirely reported here.

Specially, any User is entitled:

- to obtain, at any time, confirmation from Istituto Cattaneo as to whether or not his/her Personal Data are being processed, even if not yet registered, and the communication of any such Personal Data in an intelligible form;
- to receive from Istituto Cattaneo information on the source from which Istituto Cattaneo received his/her Personal Data; the purposes and means of processing of the Personal Data; the logic involved in any electronic data processing; the Personal Data controller, the Personal Data processors and the names of subjects to whom the Personal Data may be disclosed or who may access the Personal Data.
- to obtain at any time from Istituto Cattaneo the updating, rectification or integration of his/her Personal Data;
- to obtain the deletion, transformation into anonymous form or blocking of his/her Personal Data, if processed in violation of the law, including when the storage of data is not necessary for the purposes for which they have been collected;
- to obtain the confirmation that such operations of updating, rectification, integration, deleting, transformation into anonymous or blocking of his/her Personal Data have been reported to whom the Personal Data was disclosed, except when it becomes impossible to do so or if it means exceeding the protection of the right claimed;
- to object, in all or in part, for legitimate reasons, to the processing of the Personal Data, even if they are related to the purposes for which they were collected;
- to not receive future communications from Istituto Cattaneo.

Any User may freely and at any time exercise these rights, in compliance with applicable laws and regulations, by sending an e-mail request to Istituto Cattaneo at istitutocattaneo@cattaneo.org.

Users are also invited to report any changes to their Personal Data to istitutocattaneo@cattaneo.org in order to ensure that such Personal Data are always accurate and up-to-date.

7. Third parties' Personal Data

If any User discloses third parties' Personal Data (for instance, if a paper from more authors is submitted by only one of them), such User must obtain the consent of such individuals before disclosing their Personal Data to Istituto Cattaneo and have informed them about this Privacy Policy.

The User who submits third parties' Personal Data will be the only person liable in connection with the disclosure of information and data relevant to such third parties and with any other incompatible and unlawful use of such data if they have not provided the User with their consent.

The User agrees to indemnify, defend and hold Istituto Cattaneo harmless from any liability, loss, claims and expenses, including reasonable attorneys' fees, arising from or related to any unauthorized disclosure of personally identifiable information of third parties.

8. Privacy Policy updating

Istituto Cattaneo may amend or update from time to time all or any part of this Privacy Policy, whether or not required by a change in the applicable laws and regulation.

Users will be notified of any amendment to or update of the Privacy Policy on the homepage of the Website. All amendments and updates will become effective after 10 (ten) days from their publication on the Website.

9. Governing law and jurisdiction

This Privacy Policy and all aspects related to Users' Personal Data are governed solely by the laws of Italy.

All controversies related to Users' Personal Data will be under the exclusive jurisdiction of Italy and the exclusive competence of the Court of Bologna.

This Privacy Policy is released and published on
www.cattaneo.org in Bologna (Italy) on 16th March 2017