

Privacy Policy

Dr. Guido Costa (Tax Code CSTGDU65E07F205J), Via Privata Maria Teresa, 7, 20123 Milan (hereinafter the “Firm”), as data controller pursuant to Article 13 of EU Regulation 2016/679 (GDPR), provides the following information notices on the processing of personal data. Before communicating their data, users must consult the information notices, which are not provided for other websites accessed via links. The services provided by this Site are intended only for persons over 18 years of age; therefore, should the Firm ascertain that data have been submitted by a minor, it will delete such data. Contact details of the Firm: email info@ccea.it, tel. +39 02 366.355.80.

Navigation data. The IT systems and software applications dedicated to the operation of the Site may, in the course of their operation, detect certain data (the transmission of which is implicit in the use of Internet communication protocols) that are not associated with directly identifiable users. Such data may include the IP addresses and domain names of the computers used by users who connect to the Site, the addresses in URI (Uniform Resource Identifier) notation of the requested resources, the time of the request, the method used in submitting the request to the server, the size of the file obtained in response, the numerical code indicating the status of the server’s response (success, error, etc.) and other parameters relating to the operating system and IT environment used by users. These data may be processed for the time strictly necessary to verify the proper functioning of the Site.

CONTACT US form notice. The data are processed to provide the information requested by users; the legal basis for the processing is therefore the provision of a service requested by users. Reference is made to: “Data recipients”, “Transfer of data to non-EU countries” and “Exercisable rights”. The data are retained for the time necessary to provide the requested service. The provision of data is optional, but the fields marked with an asterisk are mandatory in order to submit requests.

Candidates and job interviews. The data contained in curricula vitae voluntarily submitted by users and the data processed by the Firm in the course of job interviews are processed to assess the professional profile of candidates. Legal basis: performance of pre-contractual measures at the request of candidates. Where special categories of data are submitted (e.g. health status), reference is made to the provisions set out in “Data provided voluntarily by users”. The provision of data is optional; refusal to provide it makes it impossible to assess the professional profile of candidates. If the Firm is not interested in a candidate’s profile, it deletes the data as soon as received or upon completion of the interviews; if it considers the profile of interest but no employment relationship is established, it retains the data for 1 year on the basis of its legitimate interest in conducting further interviews. Reference is made to: “Data recipients”, “Transfer of data to non-EU countries” and “Exercisable rights”.

Data provided voluntarily by users. If users send the Firm data relating to third parties, the users themselves act as autonomous data controllers, assuming the obligations and

responsibilities provided for by law; they are therefore required to: 1) ensure that the processing is based on one of the legal bases provided for by Article 6 and/or Article 9 of the GDPR; 2) hold the Firm harmless in the event of disputes or claims for compensation for damage arising from the processing of data carried out by third parties whose data have been processed by users using the functions of the Site in violation of data protection legislation. Data shared, e.g. in a request sent by email to the addresses indicated on the Site, are processed to respond to users' requests. Legal basis: the provision of services to users, who are required to communicate only the data strictly necessary. The provision of data is optional, but failure to provide it makes it impossible to activate the Site's services. If users provide data falling within the "special categories of data" (Art. 9 GDPR: racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, data concerning health, sex life or sexual orientation), they must communicate such data only where strictly necessary. In the event that special categories of data are communicated but in the absence of consent to their processing (a circumstance that nevertheless allows a curriculum vitae to be sent), the Firm cannot be held liable, nor can it be subject to disputes, since the processing will be permitted as it concerns data manifestly made public by the data subjects (Art. 9(2)(e) GDPR). In any event, the importance of users expressing their consent to the processing of special categories of data, where they communicate them to the Firm, is emphasised. The data are retained for the time necessary to provide the service requested by users. Reference is made to "Data recipients", "Transfer of data to non-EU countries" and "Exercisable rights".

Data recipients: 1) parties with which it is necessary to interact for the provision of the services (e.g. hosting provider, Site managers, etc.); 2) parties, bodies or authorities, acting as autonomous data controllers, to which the data must be communicated by law or by order of the authorities (e.g. public bodies, supervisory authorities, police forces, judicial authorities); 3) persons authorised by the Firm to process the data in order to provide the services offered by the Site (e.g. employees and/or collaborators).

Transfer of data to non-EU countries. The data may be transferred to countries located outside the European Union (e.g. the United States) on the basis of: Standard Contractual Clauses, Adequacy Decisions and Binding Corporate Rules.

Exercisable rights. Users may exercise the following rights: access to their data, rectification of inaccurate data, integration of incomplete data or their erasure, restriction of processing, requesting the portability of the data, withdrawing any consent given, objecting to processing, lodging a complaint with a supervisory authority and any other administrative or judicial remedy. Requests must be sent to the following address: Guido Costa - Via Privata Maria Teresa, 7 - 20123 MILAN.