

**INFORMATION NOTICE TO USERS ON THE PROCESSING OF PERSONAL DATA FOR THE "CONTACT US" SECTION  
Article 13 of European Regulation 679/2016 (GDPR)**

The company ELLEDI S.p.a., headquartered at Via Padergnone, no. 27, Grassobbio 24050 (BG), C.F./P.I. 01610020164, in its capacity as Data Controller, provides this information notice to inform users about the processing methods of personal data through the "Contact Us" section available on the website <https://www.elledispedizioni.it/>.

**DATA PROCESSED.**

The data processed through the contact form include:

- Identification data (name, surname)
- Contact data (mobile, email)
- Additional data that the user may provide in the text message regarding the purpose of contact or necessary to fulfill the request.

**PURPOSES AND LEGAL BASES.**

Personal data is provided for the purpose of responding to your request sent through the contact form. The legal basis is your consent, pursuant to Article 6 paragraph 1 letter a of EU Regulation 2016/679. Consent must be expressed by checking a box on the form. In the absence of your consent, it will not be possible to proceed with the requested service. Consent may be revoked at any time without affecting the lawfulness of the processing carried out up to the time of revocation.

**PROCESSING METHODS.**

The processing of personal data is carried out, under the authority of the Data Controller, by specifically appointed, authorized, and trained individuals according to Article 29 of the GDPR, using IT or telematic tools, in ways strictly related to the purposes and ensuring the confidentiality and security of personal data pursuant to Article 32 of the GDPR. The processing may also be carried out, on behalf of the Data Controller, by Processors specifically appointed according to Article 28 of the GDPR. The updated list of appointed individuals and external subjects acting as Data Processors is kept at the headquarters of the Data Controller.

Pursuant to Article 5 of the GDPR, personal data will be:

- Processed lawfully, fairly, and transparently concerning the Data Subject;
- Collected and recorded for specified, explicit, and legitimate purposes, and subsequently processed in a manner compatible with these purposes;
- Adequate, relevant, and limited to what is necessary concerning the purposes for which they are processed;
- Accurate and, where necessary, updated;
- Processed in a manner that ensures an adequate level of security;
- Retained in a form that allows the identification of the Data Subject for a period not exceeding the achievement of the purposes for which they are processed.

Your data will not be disclosed or disseminated.

**DATA RETENTION PERIOD.**

Data is retained for the period necessary to fulfill the requested service and, in any case, for a period not exceeding what is established by current regulations. Consent may be revoked at any time without affecting the lawfulness of processing carried out up to the point of revocation.

**USER RIGHTS.**

Pursuant to Articles 15-21 of EU Regulation 2016/679, the following rights are recognized:

- Right of access: the data subject has the right to access their personal data and a range of related information;
- Right to rectification: the data subject has the right to obtain from the Data Controller the correction of their personal data and their amendment if inaccurate or incomplete;

- Right to erasure (“right to be forgotten”): the data subject has the right to obtain from the Data Controller the deletion or removal of their information when no valid reason exists (e.g., a legal obligation);
- Right to restriction: under certain conditions, the data subject has the right to obtain the restriction of their data, interrupting or preventing its further use;
- Right to data portability: the data subject has the right to receive in a structured, commonly used, and machine-readable format the personal data concerning them and has the right to transmit this data to another data controller without hindrance;
- Right to object: the data subject has the right to object: (a) for legitimate reasons to the processing of their personal data, even if pertinent to the purpose of collection; (b) to the processing of their personal data for purposes of sending advertising materials, direct sales, conducting market research, or commercial communication, by automated call systems without operator intervention via email. It should be noted that the data subject’s right to object, as exposed in point (b), for direct marketing purposes through automated methods extends to traditional ones, while preserving the possibility of exercising the right to object only in part. Therefore, the data subject may choose to receive only communications through traditional means, only automated communications, or neither.

The data subject can exercise these rights at any time by sending an email with the subject “privacy rights” to [amministrazione@elledispedizioni.it](mailto:amministrazione@elledispedizioni.it) or via PEC to [elledispa.spedizioni@pec.it](mailto:elledispa.spedizioni@pec.it).

Should you believe that the processing of your personal data by the Data Controller violates the Regulation and/or applicable legislation, you may lodge a complaint with the Data Protection Authority using the methods outlined on the website [www.garanteprivacy.it](http://www.garanteprivacy.it), without prejudice to your right to pursue other administrative and/or judicial avenues.

#### **CHANGES.**

This information notice may be subject to modifications due to legislative changes. Where necessary, the Data Controller will inform the data subject of any changes made.