

Compliance with the legal information requirements pursuant to the European General Data Protection Regulation (EU GDPR) of 25.05.2016

The protection of our customers' data is very important to OKiS media design that therefore is committed to the responsible collection and best possible protection of the customers' personal data and privacy. This declaration concerns all our guests. We are hereby informing you about the type, scope and purpose of data collection and use of your personal data. The person responsible for data processing is: OKiS media design of Manuel Perktold, who may be contact by the following means: Tel. +39 0471 96 22 20, E-Mail: info@okis.it

Data collection

OKiS media design collects and records personal information for administrative reasons. Customer information can be obtained from various sources.

Personal data can be gained from:

- the customer itself, if he voluntarily provides it
- when visiting OKiS websites and exchanging data between browsers
- other sources related to meeting customers' needs and supply of service

Pursuant to Art. 13 of the European General Data Protection Regulation, we process the following data:

- your basic data (first name, surname, address)
- VAT, tax number
- telephone, email
- Information related to the fulfillment of your desired service
- Headquarter
- Referring to the "photography" service offered by OKiS media design, all photos on which people are captured are personal data that are recorded. After completing the job and transferring the files to the customer, the data will be deleted.

Should you refuse to release basic data it will not be possible to fulfil the contractual obligations. We do not apply profiling and automated decisions.

The legal basis for data processing is the following:

- the fulfillment of our pre-contractual and contractual duties towards you
- your provided consent
- legal, contractual or other legitimate duties on our part (e.g. documentation regulations and duties concerning accounting, tax and customs law, contracts, registration, or legal disputes)
- our authorised interests (e.g. improving our customer service, also when it comes to direct marketing or our perceived legal interests).

Data processing may be carried out with or without the aid of electronic means and includes all the operations provided for in Article 4 (1) (a) of Legislative Decree No 196 of 30 June 2003 and required for the data processing concerned. In any case, the data processing will be carried out in compliance with all security measures that ensure their security and secrecy.

Storage of personal information

Personal data will only be stored as long as they are needed depending on the services offered and according to the legal regulations. If recorded data are no longer needed, it will either be deleted or anonymized.

Divulgence of personal data

If third parties are tasked to process data for OKiS media design (e.g. tax consultants), it requires that these third parties comply with the OKiS media design privacy policy and have written permission to this effect from OKiS media design (authorization / mandate). OKiS media design will NOT sell the name and any other personal information of its customers to third parties and do not intend to do so in the future.

Security measures to protect personal information

In order to protect the security and confidentiality of personal data, OKiS media design has taken appropriate measures, installed devices and constantly points out those measures and instructs employees, trainees and partners in reference to safety precautions. The measures are regularly reviewed and improved to ensure the best possible protection of customer information. Only employees that need personal data to provide services have access to. It is an employment condition that all OKiS media design employees comply with the privacy policy and the highest confidentiality standards regarding each customer's personal data. Each employee has been informed about his duty of confidentiality and the privacy policy of OKiS media design and has agreed to all rules and regulations.

The following data are excluded from this privacy policy:

- Company data (unless they allow to identify a person);
- Websites accessed through a link on websites run by OKiS media design. In this case, the privacy policy of the operator of the linked site applies.
- Links to other websites. Please take note that OKiS media design is not responsible for the content or data privacy measures of linked sites. It is recommended to read the privacy information of all websites that collect information from the visitors.
- The OKiS media design privacy policy applies solely to data collected by OKiS media design.

Important note for persons under 18 years of age:

Persons under the age of 18, should not provide personal data to OKiS media design without the knowledge and consent of parents or legal guardians. Without documented and certified consent of the parents or the legal guardian, except where permitted by law, OKiS media design will not record or use personally identifiable information about minors. This means that without this proven consent, OKiS media designs services are not available.

Information about your personal data

You can ask for your personal data saved by us to be disclosed free of charge at any time. As the party concerned, you can also exercise the right to withdrawal, disclosure, deletion, rectification, restriction and transfer of your personal data, as long as no obligation to store them on our part opposes that right. On exercising your right to withdrawal, all of your data will be irreversibly deleted, as long as no overriding legal requirements are breached.

For further information on your rights as the concerned party, please contact us at *info@okis.it*

We will be happy to help you. The supervisory authority "Garante per la protezione dei dati personali" is responsible for complaints: Piazza di Monte Citorio n. 121 00186 ROMA, fax: (+39) 06.69677.3785, telephone: (+39) 06.696771, email: *garante@gpdp.it*.

I have read and understood the information.

Date _____

Customers' Name

customer's signature

Consent for receiving information by email or post:

You hereby declare that the data released by you for the purposes of sending product information, submitting special offers, as well as personal communications, may be used. There will be no passing on of the data to third parties. You may revoke your consent at any time by informing us at *info@okis.it*.

I have read and understood the information and grant my consent.

Date _____

Customers' Name

customer's signature

The following privacy policy was created after careful analysis in cooperation with data protection specialists and legal requirements and adapted to the individual situation of OKiS media design.

Should OKiS media design update the privacy policy, the persons concerned will be informed or can refer to the new privacy information on the website okis.it. All changes apply to any data collected by OKiS media design, including those collected prior to updating.