

Privacy Policy of the Florence Design Academy

Location and date Florence, 1/1/2024

Customer data, student data, suppliers, collaborators and employees data and recording of lessons

pursuant to art. 13 of Regulation (EU) 679/2016 concerning the protection of individuals with regard to the processing of personal data

According to the indicated legislation, this treatment will be based on principles of correctness, lawfulness and transparency and the protection of your privacy and your rights. We wish to inform you that the European Regulation 2016/679 provides the protection of individuals with respect to the processing of personal data.

For the above mentioned, pursuant to Article 13 of the Regulations, we provide you with the following information:

Florence Design Academy s.r.l. (hereinafter the "FDA" or the "Owner"), with registered office in **Via San Gallo 55, 50129 Firenze (FI) Italy** and **VAT number 06249460483**, as the data controller, informs you, pursuant to art. 13 of the European Regulation 679/2016 concerning the protection of personal data ("GDPR"), regarding the processing of your personal data that will be carried out by the writer.

1. Type of data processed

The FDA is the owner of the processing of personal data communicated by the User to the writer and include:

- **Tax code and other personal identification numbers**
- **Surname, first name, Arrival date, gender, date of birth, town of birth, province of birth, state of birth, type of document, document number, place of issue of the document**
- **Surname, name, email, Country of residence**
- **Education and culture**
- **Company Name / Surname and Name, Tax Code and other identification numbers, Address, E-Mail**
- **Tax code and other personal identification numbers**
- **Job (current, previous occupation, resume, etc.)**
- **Pictures and recorded lessons, for the purpose of watching the lessons at home, where the undersigned person may appear or his/her voice may be heard. lessons are recorded so that the student can re-watch them within 7 days. After that period the lessons will be deleted.**

2. Purpose of the treatment

Data processing is carried out by the FDA in carrying out its activities. In particular, the Data provided by the Data Subjects will be processed, with IT and non-IT tools, for the following purposes:

Education and culture - Training activities and in favor of the right to study. The lessons are recorded and stored on google Educational Platform for 7 days so that students may watch the lessons. In this video the staff, teachers or students may be seen or heard during the lesson.

- The criterion of lawfulness for which processing activity is possible is: **The interested party must give consent to the processing of their personal data for the specific purpose**
- The basis of which is reflected in a legal basis: **Norma Unione**
- Consent required for purpose: **YES**

Commercial, accounting and tax obligations

- The criterion of lawfulness for which processing activity is possible is: **The interested party must give consent to the processing of their personal data for the specific purpose**
- The basis of which is reflected in a legal basis: **Norma Unione**
- Consent required for purpose: **NO**

Personnel Management

- The criterion of lawfulness for which processing activity is possible is: **The interested party must give consent to the processing of their personal data for the specific purpose**
- The basis of which is reflected in a legal basis: **Norma Unione**
- Consent required for purpose: **NO**

Customer management

- The criterion of lawfulness for which processing activity is possible is: **The interested party must give consent to the processing of their personal data for the specific purpose**
- The basis of which is reflected in a legal basis: **Norma Unione**
- Consent required for purpose: **NO**

Supplier management

- The criterion of lawfulness for which processing activity is possible is: **The interested party must give consent to the processing of their personal data for the specific purpose**
- The basis of which is reflected in a legal basis: **Norma Unione**
- Consent required for purpose: **NO**

3. Processing methods

The Data will be processed by the FDA with electronic and manual systems according to the principles of correctness, loyalty and transparency provided for by the applicable legislation on the protection of personal data and protecting the confidentiality of the interested party through technical and organizational security measures to guarantee a level of adequate security.

4. Data retention

The data provided by the interested party will be processed for a duration:

- **Start Date: 28/02/2022**
- **Duration criterion: Fixed period**
- **Duration: 10 Year (s)**

5. Interested

Pupils or students
Potential customers
Suppliers
Employees
Self-employed workers

6. Exceptions Art. 9/10

7. Communication, dissemination and transfer of data

The Data will be processed, within the limits of what is necessary by the authorized and adequately trained staff of the Data Controller as well as by the staff of third parties who provide services to the Data Controller and carry out data processing on behalf of and on the instruction of the latter as responsible for the treatment.

In case of communication to third parties, the recipients may be:

Categories:

- Recipient: **Institutes, schools and universities**
- Recipient: **Non-economic public bodies**
- Recipient: **Other public administrations**
- Recipient: **Social security and welfare institutions**
- Recipient: **Customers and users**
- Description: **The student will be able to view the lesson recorded for 7 days on the Google education platform by using a password**

Recipients:

- Recipient: **INPS**
- Recipient: **INAIL**

More generally, in carrying out their ordinary business activities, the data may be communicated to subjects who carry out control, review and certification activities of the activities carried out by the Data Controller, consultants and freelancers in the context of tax, judicial and case of corporate transactions for which it is necessary to evaluate corporate assets, public bodies and administrations, as well as subjects entitled by law to receive such information, Italian and foreign judicial authorities and other public authorities, for the purposes related to the fulfillment of legal obligations, or for the fulfillment of the obligations assumed and arising from the contractual relationship, including for the need for defense in court.

The collected data will not be transferred to extra-EU countries

8. Profiling and / or automatic processing activities

The collected data will not be subject to profiling or automatic processing

9. Additional subjects connected to the treatment

Collector of this document

- Name and surname : **Viviana Scoppa**

Responsible (s):

The legal administrator

The appointment of a DPO / RDP for the processing activity (s) in question is not envisaged

10. What are the rights of the interested party

The interested party may exercise, in relation to the data processing described therein, the rights provided for by the GDPR (articles 15-21), including:

- receive confirmation of the existence of the data and access their content (access rights);
- update, modify and / or correct the Data (right of rectification);
- request the cancellation or limitation of the processing of data processed in violation of the law, including those that do not need to be kept for the purposes for which the data were collected or otherwise processed (right to be forgotten and right to limitation);
- oppose the processing (right to object);
- propose a complaint to the Supervisory Authority (Guarantor for the protection of personal data www.garanteprivacy.it) in case of violation of the rules on the protection of personal data;
- receive an electronic copy of the data concerning him as an interested party, when such data have been rendered in the context of the contract and request that such data be transmitted to another data controller (right to data portability).

To exercise these rights, the interested party can contact the Data Controller by sending a communication to:

Contact Type: **E-mail**

Delivery: **contact@infofda.com**

When contacting us, the interested party must ensure that they include their name, email / postal address and / or telephone number (s) to be sure that their request can be handled correctly.