

# WEBSITE PRIVACY POLICY

## A BRIEF OVERVIEW OF ALL YOU NEED TO KNOW

**The Data Controller is the company Titantex S.r.l. Unipersonale.**

We **process your data** through the <https://www.titantex.sm/> website, primarily for the following reasons:

1. To provide information when you use the contact details on our website (for example, telephone number, email, active social network pages);
2. To receive your application if you decide to click on the appropriate key on the website.

If after the initial contact no type of commercial and/or contractual relationship is established, **requests for information** received through these channels will be **kept for 1 year**. Otherwise, we will need to retain them further for contractual or fiscal reasons (usually **10 years**).

Any **curricula** we receive along with applications will be kept for up to 6 months, after which we will only retain contact details to request an updated curriculum if necessary.

Certain types of website user personal data may be **accessible** to subjects who provide us with website and email hosting services. They may also be accessed by Titantex S.r.l. employees or collaborators who have been specifically authorised to do so.

We do not use any type of cookie and for this reason, you won't find cookie banners on our website, as we are exempt from any obligation in this respect.

We also wish to point out that this information is limited to indicating the processing of personal data carried out within the website and that in the event of selection and examination of your application for employment, we will send you another dedicated information sheet.

### YOUR RIGHTS

At any time, you have the right to receive all the information you need regarding the processing of your personal data and to obtain **access** to and a **copy** of your data. You also have the right to obtain the **updating, integration, rectification** or **cancellation** of your personal data.

At any time, you can **object** to the processing of your personal data, in total or in part, and request its **limitation**. For data processed on the basis of consent or in order to execute a contract, you can also request its **portability**.

If you believe processing of your data has been carried out in breach of applicable privacy legislation, you have the right to **complain** to the competent supervisory authority.

**If you want to know more, read on!**

### 1. WHO PROCESSES YOUR DATA?

As manager of the website <https://www.titantex.sm/>, Titantex S.r.l. Unipersonale is the **Data Controller** of the personal data of any users that browse its pages.

Below are the contact details:

**Titantex S.r.l. Unipersonale**

**Registered office:** Strada Campo del Fiume, 94/A - 47896 Faetano (RSM)

email: [info@titantex.sm](mailto:info@titantex.sm)

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## 2. WHICH DATA DOES THE WEBSITE PROCESS?

A) **Personal data provided voluntarily by the user.** These are the personal data **you wish to provide us voluntarily** as follows:

- a. when you contact us by phone or email, through social networks or the platforms indicated on the website that link to our active social network pages.
- b. when you decide to send an application, indicating your interest in working with us.

B) **Navigation data.** These are **data transmitted when using internet communication protocols** and collected by hardware devices and software procedures supporting the site. These data include the IP addresses and domain names of the terminals used to connect, information on the pages visited and other parameters regarding the operating system and the data subject's IT environment.

## 3. WHAT ARE THE LEGAL BASES AND PURPOSES OF PROCESSING?

A) The personal data you provide voluntarily when contacting us via the references on the website are collected and processed on the basis of the execution of **precontractual measures** and **subsequent contractual obligations** in order to provide a reply. Meanwhile, **the curricula and data we receive through the "Send application" key, which allows us to send an email to your provider, with automatic input of our address as addressee**, will be processed on the basis of Art. 111-b of Legislative Decree 196/2003, as modified by Legislative Decree 101/2018, and in compliance with San Marino law on the protection of personal data (Law 171/2018), without therefore, requesting specific consent.

B) Meanwhile, **navigation data** are processed on the basis of the Data Controller's **legitimate interest** in guaranteeing the correct and efficient functioning of the web pages.

## 4. HOW LONG WILL DATA BE STORED?

The personal data we collect through **messages sent via references on our website** will be kept for **12 months**, after which they will be cancelled if requests and/or questions are not followed up by any type of professional and/or commercial relationship. Otherwise, data will be kept for **up to 10 years after processing**, also in order to exercise the legitimate right of defence in any contractual or non-contractual liability actions. Any **curricula** we receive along with applications will be kept for up to 6 months, after which only contact details will be retained in order to request an updated curricula if it should prove necessary to reassess your application.

## 5. WHO IS MY DATA COMMUNICATED TO?

Exclusively for the purposes indicated above, your data could be transmitted to:

**DATA PROCESSORS:** these are **third-parties who process data on our behalf** and who guarantee appropriate security measures are in place to protect your information. In particular, the following could process your data:

- ⇒ **hosting provider service** with data centres in the Republic of San Marino;
- ⇒ **mail provider (Gmail by Google)** if we receive communication from you, even via the "send application" key. As a security measure, Google has adhered to standard contractual clauses for the transfer of data outside the EU.

**SUBJECTS APPOINTED TO CARRY OUT DATA PROCESSING:** these are company **employees or collaborators** who have been specially appointed and trained to process data, in line with their specific tasks and roles.

**DATA RECIPIENTS:** these are professionals or companies that receive communication of personal data from the Data Controller but that, following such communication, act as independent Data Controllers.

These include:

- **Data Controller's Facebook page.** When you click on the social network icons, you'll be redirected to pages external to the website and accept sharing certain data with the data controllers of that service. The information you share will therefore, be governed by the privacy policies of the applicable social network.
- **Google Maps.** Please note that when you access Google Maps for further information on the location of our premises, you'll be subject to Google privacy policies.

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<https://www.titantex.sm/> website privacy policy