

## **Preamble and statement in compliance with article 13 of Legislative Decree 196/2003 (Privacy Code)**

This document describes what personal data we collect, the purpose and methods of processing, and the security measures adopted to safeguard the data. These rules relate to the website [www.libroco.it](http://www.libroco.it). Our Privacy Policy contains pertinent information in compliance with art. 13. Legislative Decree June 2003 no.196 (Privacy Code) which acknowledges Directive 95/46/CE on the subject of the protection of personal data, as well as Directive 2002/58/CE on the protection of personal data in electronic communication. For further information on Italian law regarding privacy, visit the official website of Garante per la protezione dei dati personali. (Personal Data Protection Code)

Data protection is a matter of trust and your privacy is important to us. We shall therefore only use your name and other information which relates to you in the manner set out in this Privacy Policy. We will only collect information where it is necessary for us to do so and we will only collect information if it is relevant to our dealings with you.

We will only keep your information for as long as we are either required to by law or as is relevant for the purposes for which it was collected.

You can visit the Site and browse without having to provide personal details. During your visit to the Site you remain anonymous and at no time can we identify you unless you have an account on the Site and log on with your user name and password.

The customer can print and / or save this information using standard browser functions ("File" => "Save As"), or download it in PDF format and store by clicking. For proper viewing of PDF, you must use the free Adobe Reader (available on the website [www.adobe.it](http://www.adobe.it) ) or other equivalent programs that support the PDF format.

Minors under the age of 18 cannot use our services; therefore, their personal data should not be submitted at the registration process. If you are under 18 you can only use our services under the supervision of your parents or other adults in their stead.

**Libro CO Italy Srl** does not seek to obtain nor does it wish to receive Personal data directly from minors; however, we cannot always determine the age of persons who access and use our web sites. If a minor (as defined by applicable law) provides us with his/her data without parental or guardian consent, we encourage the parent or guardian to contact us to have this information removed and to unsubscribe the minor from future **Libro CO Italy Srl** marketing communications.

### **1. DATA THAT WE COLLECT**

We may collect various information if you seek to place an order for a product to us on the Site.

#### **a. Purchase**

We collect, and processes personal data of the customer for the collection and enforcement of the purchase orders, for any complaints after purchase and to provide the Customer with the services available. These data are necessary for the management of purchase orders with trading partners (eg providers of logistics services, courier companies, banks, etc..). It is advisable to enter a delivery address and a correct phone number to give a purchase order and allow **Libro Co. Srl Italy** to give prompt and proper execution. A phone number is also necessary in order to enable **Libro Co. Italy Srl** to contact the customer for any questions or requests for clarification and to allow trading partners to **Libro Co. Srl Italy** to give prompt and proper execution to purchase orders of the Customer. The e-mail address is ultimately necessary to **Libro Co. Italy Srl** in order to communicate to the customer acknowledge the receipt of the purchase order and any other notices. The e-mail address is eventually used at the time of the identification of the customer to enable you to access your account.

#### **b. Customer Login**

Your actual order details may be stored with us but for security reasons cannot be retrieved directly by us. However, you may access this information by logging into your account on the Site. Here you can view the details of your orders that have been completed, those which are open and those which are shortly to be dispatched and administer your address details, bank details and any newsletter to which you may have subscribed. You undertake to treat the

personal access data confidentially and not make it available to unauthorised third parties. We cannot assume any liability for misuse of passwords unless this misuse is our fault. We shall not share any of your personal information with third parties located outside the European Economic Area.

## **c. Advertising**

Libro Co. Srl Italy uses data from the customer for promotional purposes, to send information about the items offered on the website [www.libroco.it](http://www.libroco.it). The e-mail client will only be used within the limits prescribed by applicable legislation or, where appropriate, after the release of express consent by the customer. Customer will receive regularly via e-mail advice on purchases. You can break free of these promotional messages sent, upon request by e-mail to [libroco@libroco.it](mailto:libroco@libroco.it). or by calling + 39 055 8228 461 Fax: + 39 055 8228 462.

## **d. Other uses of your personal information**

We may use your personal information for opinion and market research. Your details are anonymous and will only be used for statistical purpose. You can choose to opt out of this at any time. Any answers to surveys or opinion polls Libro Co ItalySrl may ask you to complete will not be forwarded on to third parties. Disclosing your email address is only necessary if you would like to take part in competitions. We save the answers to our surveys separately from your email address.

## **e. Subscribe to the newsletter**

The newsletter you will find the Customer from time to time information on cheap deals. LIBRO Co. Italy Srl invites the customer to enter in the settings of the newsletter personal data (your name), so Libro Co. Srl Italy can speak personally to the customer. Of course, the customer may contact Libro Co. Srl Italy even anonymously or under a pseudonym (free e-mail address that does not reveal its name). Libro Co. Srl Italy is the data collected as part of the newsletter service in order to customize and tailor services to your interests and preferences of the customer, as well as for promotional purposes and market research. Libro Co. Srl Italy stores the data collected for a time period of 2 years, It being understood that such data will in any case be used only for the purposes specified in this privacy notice.

## **f. Consultation of websites and newsletters**

When the customer visits the website [www.libroco.it](http://www.libroco.it), even accessing it from a link in a newsletter, some data is collected and stored. The domain name or IP address of the accessing computer are saved temporarily for safety reasons and deleted after a maximum of 7 (seven) days. You can also store other data such as date of access, the HTTP response code and the website from which access was being redirected to the website [www.libroco.it](http://www.libroco.it) as well as the amount of data that have been transmitted.

This process allows Libro Co. Srl Italy to adapt the information contained in the tenders to the interests of subscribers to the newsletter, which is sent in this way: the customer will receive the newsletter only if you pay your consent to it and, in any case , will be free to stop receiving the newsletter free of charge upon request by e-mail to [libroco@libroco.it](mailto:libroco@libroco.it) or by calling Tel: + **39 055 8228 461** Fax: + **39 055 8228 462** or by clicking on the "cancel subscription" button at every newsletter.

**g. filling in the information request form** : <http://www.libroco.it/contact-form-libroco-italia.php> by the user, by sending email to the email address entered. The collection of personal information through the form, requires the consent to the processing of your data (I have read and agreed to the disclosure) to ensure and satisfy the user request. Refusal to disclose such personal information makes it impossible to complete the submission of your request.

## **1.2 Use of "cookies"**

Some pages on the website of [www.libroco.it](http://www.libroco.it) may use automatic data collection methods such as "cookies". Cookies are small files saved on your computer's hard drive. Libro Co Italy Srl mainly uses cookies which are automatically deleted at the end of every access session.

These are used by **Libro CO Italy srl** in order to allow you to:

- o Take advantage of some personalized services
- o Improve the security of the website, through prevention methods for illicit activities

Cookies will temporarily store the following personal data:

- o The URL of the country of origin (whether it be the URL on the website of [www.Libroco.it](http://www.Libroco.it), or found on other sites)
- o The URL keyed in later on (whether it be the URL on the website of [www.Libroco.it](http://www.Libroco.it) or found on other sites)
- o The type of browser being used
- o IP address

If your browser consents it you can freely decline the use of cookies at any time, but this may prevent you from taking advantage of some of the services offered by **Libro CO Italy srl**.

### 1.2.1. – What are "cookies" and why

Cookies are designed to save you time because they help us to provide you with a customized experience without you having to remind us of your preferences each time you return to our web pages. **Libro CO Italy srl** cookies are not designed to damage your files, nor can they read information from other files on your computer hard drive.

Cookies can also help us provide you with a personalized on-line experience in the following ways:

- they remember your user name and password for future visits so log-in is easier and faster.
- they ensure you are provided with the appropriate frames and content.
- they ensure you obtain all requested information.
- they help us deliver communications that are relevant and responsive to your interests and location.

**Libro CO Italy srl** cookies are limited to our web sites only, and are not designed to follow you when traveling on the Internet after leaving **Libro CO Italy srl** owned web site. If you would prefer not to have the benefits of cookies, your Internet browser can be adjusted to treat cookies in different ways. Depending upon the type of browser you are using, you may be able to configure your browser so that: (i) you are prompted to accept or reject cookies on an individual basis; (ii) you may be able to prevent your browser from accepting any cookies at all. You should refer to the supplier or manufacturer of your web browser for specific details about cookie security.

### 1.2.2.- How we store your personal data

Most of your personal data will be stored in the files and on the computer of **Libro Co Italy Srl** to allow you to take advantage of all the services you may require.

In accordance with art. 7 of the Privacy Code you can ask to change, update, correct or cancel, even partially, your personal details at our welcome site for guests and/or on the website [www.libroco.it](http://www.libroco.it)

## 2 HOW WE USE YOUR PERSONAL DATA

The customer's personal data are transferred in encrypted form. This applies to the awarding of purchase orders for both the restricted access to the Customer's account. For this purpose, the technique is used SSL (Secure Socket Layer). Although it is not possible to guarantee absolute protection Libro Co. Srl Italy has adopted for its systems security measures against loss, destruction, access, modification or disclosure of customer data from unauthorized third parties.

### 2.1 Communication of your personal details

Your data will not be distributed by us, this being intended to give knowledge to indeterminate subjects in any way, including by making them available for consultation. Your personal data may

be communicated by us, this being intended to give knowledge to one or more subjects in the following terms:

- subjects which can access your data in accordance with provisions of the law, regulation or legislation, within the limits set by such regulations.
- for individuals who need to access your data for purposes ancillary to the relationship between you and us, to the extent strictly necessary to carry out auxiliary tasks (citing purposes only banks and freight forwarders) to our consultants, to the extent necessary to carry out their duties in our organization, at the request of the adoption of minimum safety measures.

### 3. YOUR RIGHTS

Below is an extract of art. 7 of Legislative Decree 196/2003, to remind you that you may address and exercise the following rights with us:

- obtain the confirmation of the existence or not of personal data relating to you, even if they are not yet registered, and have their communication in an intelligible form
- obtain information on the source of the personal data, as well as their purpose and how they will be processed
- obtain information on the strategies applied when processing is carried out by electronic means
- obtain the update, the correction or where interested, the integration of data
- obtain the deletion, the transformation into anonymous format if interested, or the blockage of data whose storage is not necessary for the purposes for which the data were collected or subsequently processed.
- obtain certification that the actions in points a) and b) are notified, also regarding their contents, to those to whom the data have been disclosed or disseminated, except in cases where such a fulfilment is deemed impossible or involves means which are manifestly disproportionate in relation to the protection of the rights.
- object, in whole or in part to, for legitimate reasons, the processing of personal data relating to you, even if pertinent to the purpose of collection.
- object, in whole or in part, to the processing of personal data relating to you for the purpose of sending advertising material, direct marketing, or for conducting market research or business related communication.

To exercise such rights, please contact the management : Dott. *Massimo Megli* email address [libroco@libroco.it](mailto:libroco@libroco.it) or Telephone Number + 39 055 8228461.

### 4. LEGAL REQUESTS

**Libro CO Italy srl** collaborates with public authorities to guarantee compliance with the law and the rights of other users and third parties, especially with regards to intellectual property. Therefore, in the event of a formal request and in compliance with the laws ruling the subject, your personal data may be disclosed to judicial authorities or other public administration agencies for the needs of the defence and security of the State, for preventative measures, for the verification or repression of illegal citizens, penal and administrative. Such public bodies also have the right to request and obtain personal information about you whenever this is necessary or appropriate for investigations or checks relating to acts of fraud, information fraud, violation of intellectual rights, acts of computer piracy, or other illegal activities which could subject **Libro CO Italy srl** or our clients to legal, civil or responsibility.

### 5. SECURITY

To ensure the protection and confidentiality of your personal information, **Libro CO Italy srl** uses up to date technological security measures, including “firewalls”. Furthermore, specific techniques are used to protect the data from being accessed by unauthorized third parties. We are committed to guaranteeing the minimum measures of security indicated in the Privacy Code and any subsequent changes made to it.

## **6. FOREWARNING**

**Libro CO Italy srl** may amend this Privacy Statement from time to time in order to meet changes in the regulatory environment, business needs, or to satisfy the needs of our guests, properties, strategic marketing partners, and service providers. Updated versions will be posted to our web site and date stamped so that you are always aware of when the Privacy Statement was last updated.

## **7. DATA CONTROLLER AND DATA PROCESSOR**

The Data Controller is LIBRO Co. ItalySrl :

Via Borromeo, 48 - 50026 San Casciano V.P. Firenze – ItalyP.IVA IT.: 00527630479 CCIAA: 00527630479. Dott. Massimo Megli.

Data controller Foreign: Donatella Nazzi.

A comprehensive list of those in charge of processing personal data, appointed by us, is available at our head office.