

Privacy Notice on Data Collected Through the Website

Privacy Notice on the Processing of Personal Data pursuant to Regulation (EU) 2016/679 of 27 April 2016 on the Protection of Natural Persons with regard to the Processing of Personal Data (GDPR) and Italian Legislative Decree No. 196/2003 (Italian Privacy Code)

Introduction

CEIDA Centro Italiano di Direzione Aziendale S.r.l. is committed to respecting and protecting your privacy in accordance with the provisions of the General Data Protection Regulation (EU) 2016/679 ("GDPR") and the Italian Personal Data Protection Code. This Privacy Notice provides detailed information on how the Company collects, uses, and manages personal data through the website www.ceida.com.

Data Controller

	The Data Controller is CEIDA Centro Italiano di Direzione Aziendale S.r.l., with registered office at Via Palestro, 24 – 00185 Rome (RM), Italy. Email: privacy@ceida.com
--	--

Categories of Personal Data Processed

	The personal data collected through the website www.ceida.com are as follows:
	Browsing Data This website, like all websites, collects certain personal data whose transmission is implicit in the use of Internet communication protocols. These browsing data, collected by the website's IT systems and software procedures during its normal operation, are not collected in order to be associated with identified individuals. However, due to their nature, they may allow users to be identified through processing and association with data held by third parties. The data collected include IP addresses or domain names of the computers used by users connecting to the website, Uniform Resource Identifier (URI) addresses of the requested resources, the time of the request, the method used to submit the request to the server, the size of the file received in response, the numerical code indicating the status of the server response (such as successful completion or error), and other parameters relating to the user's operating system and IT environment. These data are used exclusively to obtain anonymous statistical information regarding the use of the website and to verify its correct functioning. They are deleted immediately after processing. However, such data may be used to establish liability in the event of cybercrimes or other unlawful activities causing damage to the website.
	Data Voluntarily Provided by the User The optional, explicit, and voluntary sending of emails to the address indicated on this website or the submission of requests through the appropriate contact form involves the collection of the sender's email address, which is necessary to respond

	to requests, as well as any other personal data voluntarily provided by the user in the communication. Only with your specific and separate consent will your personal data be processed for marketing and newsletter purposes. This includes the sending of commercial communications and promotional materials regarding our products and services via email, postal mail, SMS, and telephone. Consent to this processing is optional, may be withdrawn at any time, and does not affect the provision of the services requested.
	Cookies The data collected through cookies or similar technologies are used to improve the functionality of the website, including authentication, session monitoring, and the storage of visitors' settings and preferences, thereby enhancing and simplifying the user experience. The website uses third-party cookies, which may also be used to collect information relating to users' preferences in order to provide personalized advertisements. For further information, please refer to our "Cookie Policy".

Purposes of Processing and Legal Bases for Processing

Purpose of Processing	Legal Basis	Retention Period
We process personal data in order to manage and administer the Website, improve users' browsing experience, obtain anonymous statistical information on the use of the Website and verify its correct functioning, as well as to enable the use of all Website features.	Article 6(1)(f) GDPR – Legitimate interest.	Personal data are retained only for the time strictly necessary to optimize the Website and enable the use of its features.
We process personal data for purposes strictly related and necessary to respond to users' requests submitted through the Website via email or other communication channels.	Article 6(1)(f) GDPR – Legitimate interest.	Personal data are retained only for the time necessary to manage communications relating to the request submitted.
Marketing purposes through the use of third-party cookies that allow personalized advertisements to be	Article 6(1)(a) GDPR – Processing based on the data subject's consent.	Personal data are retained for a period of 2 years.

displayed in order to promote similar services or services that may be of interest to the user.		
Marketing purposes through voluntary subscription to the newsletter in order to promote similar services or services that may be of interest to the data subject	Article 6(1)(a) GDPR – Processing based on the data subject’s consent.	Personal data are retained for a period of five (5) years.
For the fulfillment of legal obligations arising from laws, regulations, and applicable national and European Union legislation, as well as from provisions issued by legally authorized authorities or supervisory and control bodies.	Article 6(1)(c) GDPR – Legal obligation..	Personal data are retained only for the period strictly necessary to fulfill the legal obligations provided for by applicable laws.
Any purposes aimed at establishing, exercising, or defending a right in legal proceedings.	Article 6(1)(f) GDPR – Legitimate interest.	Personal data are retained only for the period strictly necessary to fulfill the purposes indicated.

Once the above-mentioned retention periods have expired, personal data will be destroyed, deleted, or anonymized, in accordance with the technical procedures for deletion and backup, and in compliance with the GDPR and applicable data protection legislation.

Methods of Processing Personal Data

Personal data shall be processed in accordance with the principle of data minimization, pursuant to Article 5(1)(c) and Article 25 of Regulation (EU) 2016/679. This means that personal data shall be processed lawfully, fairly, and transparently, collected for specified, explicit, and legitimate purposes, kept accurate and updated where necessary, and limited to what is adequate, relevant, and necessary in relation to the purposes for which they are processed. The processing of personal data shall be carried out in a manner that minimizes the risks of destruction, loss, unauthorized access, or unlawful processing, and ensures that data are not used for purposes incompatible with those for which they were originally collected.
--

Mandatory Provision of Personal Data

The provision of personal data for the purposes described above is mandatory for the establishment, execution, and management of the relationship. Failure to provide, or

the partial or inaccurate provision of, such data may make it impossible to establish the relationship and fulfill any related obligations.

Potential Recipients of Personal Data

Your personal data may be disclosed to the following categories of recipients: Third-party companies providing the Data Controller with Website maintenance, development, and general IT services, acting as Data Processors; Third-party companies responsible for the installation of cookies in accordance with the procedures set out in this Website's Cookie Policy, acting as Joint Controllers; Public authorities and supervisory and control bodies that have access to such data due to legal or administrative obligations, acting as independent Data Controllers. Furthermore, in order to pursue the purposes described above, your data may be accessed by third parties acting on behalf of the Company, such as companies, consultants, or professionals appointed to manage the information systems and other services connected with the Company's activities. These parties will process personal data as external Data Processors on behalf of the Company.

Authorized Persons

Your personal data may be processed by employees or collaborators belonging to the Company's departments and functions responsible for pursuing the purposes described above. These individuals have been expressly authorized to process personal data, have received appropriate training, and have been provided with specific operational instructions for carrying out their assigned tasks.

Transfer of Personal Data Outside the European Union

Some of the personal data collected may be transferred to countries outside the European Union (in particular, through video conferencing software provided by Zoom Video Communications Inc. and Microsoft Corporation). Such transfers are authorized on the basis of specific adequacy decisions adopted by the European Union and the Italian Data Protection Authority, in particular pursuant to the European Commission Adequacy Decision C(2023) 4745 concerning the EU-US Data Privacy Framework (EU-US DPF). The companies involved guarantee their adherence to this framework.

Data Subject Rights

The data subject has the following rights:

- To obtain confirmation as to whether or not personal data concerning you are being processed and to access such data, receiving information on the purposes of processing, categories of personal data, recipients, retention period, the existence of automated decision-making processes, and transfers outside the EU/EEA, as well as a copy of the personal data (right of access);
- To request the rectification or completion of inaccurate or incomplete personal data (right to rectification);

To request the erasure of your personal data where they are no longer necessary, have been unlawfully processed, or must be deleted pursuant to a legal obligation, unless processing is necessary for reasons of public interest or for the establishment, exercise, or defence of legal claims (right to erasure/right to be forgotten);
To obtain restriction of processing, meaning that personal data shall be retained but not further used (right to restriction of processing);
To receive your personal data provided to the Company in a structured, commonly used, and machine-readable format and to transmit such data to another Data Controller, where technically feasible and where processing is based on consent or on a contract (right to data portability);
To withdraw consent to the processing of personal data, where consent has been provided (right to withdraw consent).
To object to the processing of your personal data where such processing is based on the legitimate interest of the Data Controller (right to object).

To exercise your rights regarding the processing of personal data, you may contact the Data Controller, **CEIDA Centro Italiano di Direzione Aziendale S.r.l.**, using the following contact details:

Email: privacy@ceida.com

Telephone number: +39 06 492531

Address: Via Palestro, 24 – 00185 Rome, Italy

Data Subject Rights

Data subjects have the right to lodge a complaint with the competent supervisory authority if they believe that the processing of their personal data has been carried out unlawfully. In Italy, the competent supervisory authority is the Italian Data Protection Authority (Garante per la protezione dei dati personali). Further information and the complaint form are available on the Authority's website: www.garanteprivacy.it

Amendments to this Privacy Notice

The Data Controller reserves the right to amend or update this Privacy Notice at any time.

Cookie Policy updated on 20 July 2026.