

# Assicurazioni e Consulenze

## Introduction

This document explains, clearly and simply, how personal data are collected, processed and retained, in terms of Law 675/96, Legislative Decree no 196 of 30 June 2003 and in line with the new EU Regulation 2016/679 (GDPR).

## The controller of Data Processing is:

paffer assicurazioni e consulenze sas, legal representative Paolo Affer  
via Rubens, 24, 20148 Milano VAT No 05610700964 E-mail address for correspondence: info@paffer.it

## How your data are processed

Details are provided below of which data are collected and processed depending on the purpose. Details of the tools used are also provided. All sensitive data provided will be used directly or sent to the Insurance Companies so that policies or quotes may be issued or for correspondence relating to the contracts.

## Management of addresses and contact requests

- **Data collected:** personal data freely provided by the user
- **Methods and tools:** manual processing of data using email client.
- **Data retention period:** time necessary to process the contact.

## Management of travel agency data

- **Data collected:** data input during registration phase, agency name, province, name and surname of contact, email address
- **Methods and tools:** automatic processing by system in order to finalize policies and send them to address specified during registration phase
- **Data retention period:** until deleted or until deletion is requested

## Management of travelers' data

- **Data collected:** data input directly by the travel agencies or directly by the end user, name, surname, date of birth, data regarding trip, email address
- **Methods and tools:** automatic processing by system in order to finalize policies and send them to address specified during registration phase. Data are sent to the Insurance Companies for issue of policies
- **Data retention period:** until deleted or until deletion is requested.

## Security and infrastructure

We ensure our technical infrastructure is constantly updated in order to guarantee the security of the data in our possession and to provide reserved and secure communication channels. We have listed below all of the actions taken and the policies implemented in order to guarantee the security of data access and utilization of communications platforms (including web site):

1. Activation of SSL certificate for the web site
2. Use of virtual servers hosted on a European, GDPR compliant web-farm (OVH)
3. GDPR compliant cloud based work tools
4. Daily backup with weekly rotation of databases and data on web sites
5. PCs used are not connected to a shared data network. They use encrypted data, are protected by personal passwords and have an anti-virus system with automatic updates.
6. Our premises are not open to the public. They are fitted with advanced security systems, an alarm system and a CC-TV security system, both internal and external for which appropriate permits are held.

## Right to be forgotten

At any time, you may request the full or partial deletion of the data in our possession. In many cases, you will be able to do this yourself, using online procedures. In any case, you can send your request to: info@paffer.it

## Use of cookies on the web site

Like almost all web sites, ours uses cookies. Details of the cookies used can be found on the specific page: [cookies policy](#). You choose which cookies to enable the first time you visit our site via a pop-up that appears on the page. You can always change your cookie settings for the site via the [cookies policy](#) page or via your browser settings.

## Further information and useful links

- Privacy/Data Protection Authority (<http://www.garanteprivacy.it/>)
- GDPR ([https://en.m.wikipedia.org/wiki/General\\_Data\\_Protection\\_Regulation](https://en.m.wikipedia.org/wiki/General_Data_Protection_Regulation))
- Italian Data Protection Act ([https://it.wikipedia.org/wiki/Codice\\_in\\_materia\\_di\\_protezione\\_dei\\_dati\\_personali](https://it.wikipedia.org/wiki/Codice_in_materia_di_protezione_dei_dati_personali))



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