

## RULES ABOUT PRIVACY

### Introduction and information according to Art. 13 of D.Lgs. 196/2003 (Code of Privacy)

Safeguarding the privacy of our users is of utmost importance for the Farm Industry of the Olivetan Benedictine Congregation (referred to from here onwards as "Az. Agr. Abbazia Monte Oliveto Maggiore"). This document illustrates which personal data we collect, for which purpose, the way we treat the personal data collected and the security measures used to protect this data. The following norms are inherent to the website: [www.agricolamonteoliveto.com](http://www.agricolamonteoliveto.com), (referred to from here on as the "site"). Our Rules about Privacy include the necessary information required by Art. 13 of D.Lgs. 30th June 2003 n. 196 (Code of Privacy) which adopts the 95/46/CE directive on the protection of personal data, and the 2002/58/CE directive on the custody of personal data in electronic communication. For further information on Italian law regarding privacy visit the official website of the *Guarantee for the protection of personal data*.

We would like to inform you that the "owner" handling the Code of Privacy is the **Olivetan Benedictine Congregation**, Località Monte Oliveto Maggiore, 53041 Asciano Siena– Italia, owner of Az. Agr. Abbazia Monte Oliveto Maggiore and indicated as such from here onwards. Responsible for the safety and handling of personal data is Bran Tecun Juan Jesus.

The personal data Az. Agr. Abbazia Monte Oliveto Maggiore handles in giving its on-line services are:

- personal data;
- addresses;
- telephone numbers;
- e-mail addresses;
- TAX details;
- data forms.

For a detailed list of your personal data handled by the Az. Agr. Abbazia Monte Oliveto Maggiore see paragraph 2 of the Rules about Privacy.

Your personal data is collected by Az. Agr. Abbazia Monte Oliveto Maggiore once you have filled in and authorised the form, and it has been sent to the e-mail address indicated or sent by post or/and by telephone. Collecting your data through the form is necessary to guarantee and satisfy the user's requests. If you refuse to communicate your personal data it will be impossible to satisfy your request and use the services offered by Az. Agr. Abbazia Monte Oliveto Maggiore.

Your personal data is collected and handled using electronic instruments. In certain cases automatic collecting instruments, such as cookies, may be used to allow you to use certain personalized services. For details see paragraph 3.



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Your data will be stored on our computer at our head office: Az. Agr. Abbazia Monte Oliveto Maggiore, Località Monte Oliveto Maggiore, Asciano Siena - Italia, where it will be handled to allow you to use our services as well as other advantages indicated in paragraph 4 of the Rules about Privacy.

Your personal data may be handled by Az. Agr. Abbazia Monte Oliveto Maggiore without your explicit consent in view of our obligations towards the law, the regulations and the relative community norms. Besides, in the cases indicated by the Guarantee for the protection of personal data, it is the interest of Az. Agr. Abbazia Monte Oliveto Maggiore or third parties to be protected from fraud and to be able to defend its rights in court.

The indications of the Rule about Privacy allow your data to be shared by Az. Agr. Abbazia Monte Oliveto Maggiore with third public or private parties, such as:

- State financial administration;
- Legal authorities and the Police Force;
- Company consultants and professional agencies (legal consultants, accountants, finance controllers, etc.).

Az. Agr. Abbazia Monte Oliveto Maggiore may handle your personal data, such as your e-mail address, to send you newsletters and updates regarding the services it offers.

Az. Agr. Abbazia Monte Oliveto Maggiore guarantees the utmost discretion in the use of your personal data, using the best technology by Italian and European standards so as to avoid unauthorized access to our database and the loss and/or accidental destruction of data. More information in paragraph 9.

Az. Agr. Abbazia Monte Oliveto Maggiore guarantees each user of the Site the rights mentioned in Art. 7 of the Code of Privacy. More information in paragraph 8.

You may contact Az. Agr. dell'Abbazia Monte Oliveto Maggiore at our offices in Asciano, Siena for any questions and/or clarifications regarding our Code of Privacy.

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Loc. Monte Oliveto Maggiore - 53041 Asciano - Siena - P.IVA/C.Fisc. 00087990529 - [www.agricolamonteoliveto.com](http://www.agricolamonteoliveto.com)

Azienda Agricola: Tel 0577 707647 - Fax 0577 707269 - [info@agricolamonteoliveto.com](mailto:info@agricolamonteoliveto.com)

## 1 – Statement about minors

Minors under the age of 18 may not use our services; therefore they do not need to provide any personal data when registering. Persons under the age of 18 may use our services only under the supervision and control of their parents or an adult.

## 2 - The personal data we collect

Az. Agr. Abbazia Monte Oliveto Maggiore collects your personal data in view of the services it renders. When filling in the form asking for your authorization you will be asked for the following information:

- Name and surname
- Address
- Telephone and fax numbers
- E-mail address
- Notes
- Rooms requested
- Period requested

## 3 - The use of cookies

Some pages of [www.agricolamonteoliveto.com](http://www.agricolamonteoliveto.com) may use automatic data collection methods like cookies. Cookies are small files saved on your hard disk. Az. Agr. Abbazia Monte Oliveto Maggiore mainly uses cookies that are cancelled automatically at the end of every access session. They are used by Az. Agr. Abbazia Monte Oliveto Maggiore to allow you to:

- Use certain personalised services
- Improve the site's security, even by preventing illicit activity.

Cookies will store the following personal data temporarily:

- The URL of provenance (whether the URL is on Az. Agr. Abbazia Monte Oliveto Maggiore, or on other sites)
- The URL inserted later (whether the URL is on Az. Agr. Abbazia Monte Oliveto Maggiore, or on other sites)
- The type of browser being used
- The IP address

If your browser is facilitated, you may always freely refuse cookies, but this may exclude you from using certain services offered by Az. Agr. Abbazia Monte Oliveto Maggiore.

## 4 – How your personal data is handled

Az. Agr. Abbazia Monte Oliveto Maggiore handles the personal data you provide for the sole reason of sending you your requests and allowing you to use the services you choose.



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Az. Agr. Abbazia Monte Oliveto Maggiore may also handle your personal data in verifying irregular behaviour on your part, resolving problems and controversies, and implementing the rights contained in this document.

Az. Agr. Abbazia Monte Oliveto Maggiore may use your e-mail address to send you information regarding its services.

## **5 – How we store your personal data**

Most of your personal data will be stored in the archives and on the computer of Az. Agr. Abbazia Monte Oliveto Maggiore allowing you to use all the services you request. You are always in a position to modify, update and rectify or cancel your personal data as stated in Art. 7 of the information published on [www.agricolamonteoliveto.com](http://www.agricolamonteoliveto.com), and in our offices.

## **6 – Communication of your personal data**

Az. Agr. Abbazia Monte Oliveto Maggiore informs you that some of your personal data could be shared with third parties within the limits of the law. We only share our users' personal data with third parties for the sole purposes indicated in our Rules about Privacy. Below is a list of cases in which your personal data could be shared with third parties.

### **6.1 – Internal service suppliers**

Az. Agr. Abbazia Monte Oliveto Maggiore may use internal service suppliers who may be given your personal data. In certain cases Az. Agr. Abbazia Monte Oliveto Maggiore may have to supply them with this information so as to guarantee you the services requested. The access and use of your personal data by the internal service suppliers on behalf of Az. Agr. Abbazia Monte Oliveto Maggiore is carried out legally and for the sole purpose of providing a service. Communication of data is carried out in-keeping with the norms on privacy of personal data and the contractual obligations of confidentiality and discretion.

### **6.2 – Legal requests**

Az. Agr. Abbazia Monte Oliveto Maggiore collaborates with the public authority to guarantee that the law, the rights of other users and third parties, in particular the rights of intellectual property, are respected.

Therefore, in case of a formal request, and in-keeping with the law that regulates the matter, your personal data may be communicated to the judiciary authority or other public administration for the defence and security of the State, for the prevention, ascertainment or repression of civilly illicit, penal and administrative acts. These public bodies may also request and obtain personal information about you, for investigations, ascertainment regarding the commission of fraud, technology fraud, violation of the right of intellectual property, hacking or other illicit activity which may expose Az. Agr. Abbazia Monte Oliveto Maggiore or our users to legal, civil or penal responsibility.



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**7 – In-keeping with Art. 7 of the Code of Privacy, below is a list of your rights.**

1. The right to obtain the confirmation of the existence of your personal data, even if you are not registered and their content.
2. The right to know:
  - a. the origin of your personal data;
  - b. the purpose and handling modality;
  - c. the logic applied in the case of handling by means of electronic instrumentation;
  - d. the identification details of the owner, the persons responsible and the representative indicated by Art. 5, comma 2 of the Code of Privacy;
  - e. the subjects or categories of subjects to whom personal data may be communicated or about which they could be informed as the representative for the territory of the State.
3. The right to obtain:
  - a. the update, the correction or integration of data;
  - b. the cancellation, the anonymous transformation or denial of data handled in violation of the law, including the data which need not necessarily be stored for the purposes for which it was collected;
  - c. the attestation that the operations in a) and b) and their content are made known to those to whom the data has been communicated, except in the case where this might be impossible or may require disproportionate means compared to the right guaranteed.
4. You also have the right to oppose partially or completely:
  - a. for legitimate reasons regarding the handling of your personal data, even if pertaining to the purpose of their collection;
  - b. to the handling of your personal data for the purpose of the dispatchment of publicity material, direct sale, market research or commercial information.

Please contact Az. Agr. Abbazia Monte Oliveto Maggiore to exercise your rights.

**8 - Security**

The security standards, including firewalls, used by Az. Agr. Abbazia Monte Oliveto Maggiore to keep your personal information private and confidential, are technically of the highest standards. Besides, special techniques are used to protect your data from unauthorized access by third parties. At all times, the minimum security measures indicated by the Code of Privacy and its modifications are implemented.

**9 - Notice**

Az. Agr. Abbazia Monte Oliveto Maggiore maintains the right to make changes to these Rules about Privacy in the future.



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