

YOUR DATA PROTECTION IS A CORE OBJECTIVE

"iCONS - Innovative Consulting Srl" with registered office in Galleria J.F. Kennedy 10/A, Seregno, Postal Code 20831 (hereinafter "**iCONS**") is constantly committed to protect the privacy of its users. This document will allow you to learn about our privacy policy to understand how your personal data is handled when using our Learning Management System and to enable you to grant your expressed and informed consent to the processing of your personal data. We remind you that, in accordance with Article 13 of EU Regulation 2016/679 (hereinafter "**Regulation**"), in the various sections of iCONS Learnina Management System (in particular <https://lms.innovativelearning.eu/> and any related page, hereinafter "**LMS**") where we collect your personal data, specific information (privacy notices) is published in order to acknowledge your awareness before the provision of the requested data. Information and data you provide will be processed in compliance with the provisions of the Regulation and with the confidentiality obligations that inspire the activity of iCONS. According to the provisions of the Regulation, the data processing carried out by iCONS will be based on the principles of lawfulness, fairness, transparency, purpose and storage limitation, data minimization, accuracy, integrity, and confidentiality.

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1. DATA CONTROLLER

The Controller of the data obtained on the Websites is iCONS as defined above. The Controller is available for any information regarding the processing of personal data of iCONS, including the list of data processors. It is possible to contact the Controller by writing to: privacy@innovativegroup.eu.

2. PERSONAL DATA SUBJECT TO THE PROCESSING

Through the expression "processing of personal data" we mean any operation or set of operations, performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, retention, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, comparison or combination, restriction, erasure or destruction. In particular, the Personal Data always processed are the following:

- Username
- Name

- Surname
- Password
- Email
- Preferred Timezone
- Ip
- Login time and date
- Courses and course contents browsed and dates

These personal data are mandatory to provide the LMS service.

You may also decide to provide additional personal data that will be processed according to these terms too.

3. COOKIES

Cookies are small text files that the sites visited by the user send and record on his/her personal computer or any other device, even mobile, to then be re-transmitted to the same sites at the next visit. Thanks to cookies, a site remembers the user's actions and preferences (such as login data, the chosen language, font size, other display settings, etc.) so that they do not have to be re-indicated when the user returns to visit said site or browse from one page to another. Cookies, therefore, are used to perform computer authentication, monitoring sessions and storing information regarding the activities of users accessing a site and may also contain a unique identification code that allows to track the user's navigation within the site for statistical or advertising purposes. When browsing a website, the user may also receive on his/her computer or mobile device, cookies from websites or web servers that are different from the one he/she is visiting (so-called "third-party" cookies). Some operations may not be able to be performed without the use of cookies, which in some cases are therefore technically necessary for the functioning of said site. There are various types of cookies, depending on their characteristics and functions, and these can remain in the user's computer or mobile device for different periods of time: so-called session cookies, which are automatically deleted when the browser is closed; so-called persistent cookies, which remain on the user's equipment until a predetermined deadline.

According to the legislation in force in Italy, the user's express consent is not always required for the use of cookies. In particular, "technical cookies", namely those used for the sole purpose of transmitting a communication over an electronic communications network, or to the extent strictly necessary to provide a service explicitly requested by the user, do not require such consent. In other words, these are cookies that are essential for the operation of the site or necessary to perform activities requested by the user. Among the technical cookies, which do not require express consent for their use, the Italian Data Protection Authority (See Measure Identification of simplified procedures for the information and the acquisition of consent for the use of cookies of May 8, 2014, hereinafter referred to as "Measure") also includes:

- browsing or session cookies (to authenticate the user)
- "Cookies Analytics", when used directly by the Website manager to gather aggregated information about the number of users and how they visit the website,

- "Functional Cookies", that allow the user to browse according to a set of selected criteria (for example, the language, the products selected for purchase) to improve the service provided to the latter.

Except for browsing or session cookies whose loading is mandatory to be able to use the sites, the cookies are loaded only with the prior consent of the user who can always change the loading preferences later.

Please note that, for Google Analytics cookies, IP masking is active and data sharing is disabled. For this reason, according to the Italian Data Protection Authority indication, they are to be fully considered technical and not profiling cookies.

When using the Learning Management System platform of iCONS for courses or the Examination Management System for examinations, only technical cookies are present, and they are mandatory to use the services.

ATTENTION: by disabling technical and/or functional cookies, the LMS may not be available or certain services or certain functions of the LMS may not be available or may not work correctly.

4. PURPOSE OF THE DATA PROCESSING

The processing of data we intend to carry out, upon your specific consent where necessary, has the following purposes:

- a. to allow the delivery of the LMS service.
- b. for exclusive security and prevention of fraudulent conducts purposes, the Controller establishes an automatic control system that involves the detection and analysis of users behaviour on the website associated with the processing of Personal Data, including the IP address. The consequences of this processing are that if a person attempts to engage in fraudulent conduct on the LMS, for example letting not entitled users access, iCONS reserves the right to deny access to the service or to adopt any another appropriate measure for its protection.

5. LEGAL BASIS OF THE PROCESSING

The legal basis for the processing of Personal Data for the purposes set out in Section 4.a is art. 6 (1) (b) of the Regulation as the processing is necessary and essential for the delivery of the contracted services. The missed provision of Personal Data for these purposes make it impossible to activate the requested Services. The processing set out in section 4.b is based on the legitimate interest of the Controller to detect frauds committed against him, in compliance with art. 6.1.f of the Regulation.

You can oppose to the processing of your data in every moment by emailing privacy@innovativegroup.eu.

6. RECIPIENTS OF PERSONAL DATA

Your Personal Data may be shared, for the purposes set out in Section 4 above, with:

- a. persons, companies or professional firms that provide assistance and advice to iCONS in accounting, administrative, legal, tax, financial and debt collection with;
- b. subjects with whom it is necessary to interact for the delivery of the LMS Service, subjects delegated to perform technical maintenance activities (including maintenance

of hardware and software infrastructures and electronic communications networks) (collectively "Recipients");

- c. subjects, entities or authorities of whom it is mandatory to disclose your personal data by virtue of provisions laid down by law or by orders of the authorities (for example, in the course of criminal investigations iCONS may receive requests from the judicial authority to provide log of telematic traffic);
- d. persons authorized by iCONS to process Personal Data necessary to perform activities strictly related to the provision of the LMS services, which are committed to confidentiality or have an appropriate legal obligation of confidentiality, such as iCONS employees;
- e. business partners for their own purposes, autonomous and distinct, only if you have given a specific consent;

The complete list of Controllers is available by sending a written request from here.

6. TRANSFERS OF PERSONAL DATA

Some of your Personal Data are shared with Recipients that could be found outside the European Economic Area for technical support purposes. iCONS ensures that the processing of your Personal Data by these Recipients takes place in compliance with the Regulation. Indeed, transfers can be based on an adequacy decision or on the Standard Contractual Clauses approved by the European Commission. Further information is available from the Controller.

ATTENTION: some of your Personal Data may also be transferred when you buy examination Services to the relevant body (Examination Institute) responsible for the examination procedures and certification. In such a case, iCONS acts as a data processor of the Examination Institute which is the actual data controller. The processing of data transferred and obtained by the Examination Institutes, when different from iCONS, is not in the scope of this policy but in the scope of the terms and policy for personal data management of the relevant Examination Institutes.

7. RETENTION OF PERSONAL DATA

Personal Data processed for the purposes set out in section 4.a will be kept for one year from the last date of end of the enrolment of purchased courses. For the purposes set out in section 4.b, your Personal Data until the time allowed by Italian law to protect its own interests (Art. 2947 (1) (3) cc). Further information about the data retention period and the criteria used to determine this period can be requested by writing to the Controller.

8. RIGHTS OF THE DATA SUBJECT

At any time, you have the right to ask iCONS to access your Personal Data, to modify or cancel them or to oppose to their processing in the cases provided by Article 20 of the Regulation. You have the right to request the limitation of the processing in the cases provided by the art. 18 of the Regulation and to obtain your data (portability) in a structured and of common use format and in a format readable by automatic devices, as provided by art. 20 of the Regulation.

Article 20 of the Regulation introduces the right to data portability, which allows you to receive the personal data you have provided on iCONS in a structured, commonly used and mechanically readable format and to transmit them to a different Controller.

All requests must be sent in writing from privacy@innovativegroup.eu.

In any case, you are always entitled to lodge a complaint with the competent supervisory authority (Guarantor for the Protection of Personal Data), under art. 77 of the Regulation, if you consider that the processing of your data violates the applicable law.

9. CHANGES

This Privacy Policy is effective as of 21st June 2021. iCONS reserves the right to modify or simply update its content, wholly or partially, also due to changes in the applicable law. If the changes related to this Policy involve substantial changes in the processing of data or produce a significant impact on the data subjects, iCONS will take care to notify them to these subjects.