

POLICY ON THE PROCESSING OF PERSONAL DATA (customers/inventors)

Users' personal data is used by **NOTARBARTOLO & GERVASI S.p.A.**, which is the data controller, in compliance with the personal data protection principles established by GDPR Regulation 2016/679 and applicable national legislation.

1. SOURCE OF PERSONAL DATA

The collection of personal data is carried out by **NOTARBARTOLO & GERVASI S.p.A.** by recording data:

- collected directly from the interested party, at the time of initial contact or subsequent communications
- not collected directly from the interested party.

2. METHODS AND PURPOSES OF DATA PROCESSING

We inform you that the data will be processed with the support of the following means:

- Mixed - electronic and paper

with the following purposes:

- Administrative, accounting and tax obligations
- Fulfillment of legal obligations related to commercial relationships
- Clients / Inventors Registry
- Digital communications
- Issuing invoices in electronic format
- Service provision: trademark and/or patent registration in Italy and abroad, legal advice and assistance, dispute management, and all activities related to signed contractual agreements.
- Management of customers (contracts) and files, also with external entities
- Litigation

3. LEGAL BASIS

The legal bases on which the processing of common data is based, pursuant to Article 6 of the GDPR, are:

- Legitimate interest;
- Law;
- Contract;
- Consent;

Providing data is mandatory for all legal and contractual purposes, and therefore any refusal to provide it, in whole or in part, may make it impossible to provide the requested services.

4. CATEGORIES OF RECIPIENTS

Without prejudice to communications made in compliance with legal and contractual obligations, all data collected and processed may be communicated exclusively for the purposes specified above to the following categories of recipients:

- Revenue Agency;
- Banks and credit institutions;
- Trademark and Patent Offices in Italy and abroad
- EPO/WIPO/EUIPO
- Judicial offices

Furthermore, in managing your data, the following categories of authorized persons and/or internal and external managers identified in writing and who have been provided with specific written instructions regarding data processing may become aware of them:

- Legal Representative; Administrator
- Administration Manager
- Patent Area Staff (professionals, secretarial staff)
- Brand Area Staff (professionals, secretarial staff)
- General Area Staff
- Agents
- NG Consulting
- NG Legal
- Translators
- Data storage company
- Financial advisor
- Legal advisor

5. CATEGORIES OF PERSONAL DATA

As stated in Article 14 of the GDPR, since the data subject's personal data was not obtained from the data subject, the categories of personal data processed are listed below:

- personal, accounting and tax data of clients/inventors/agents/translators
- Electronic communication data;
- Billing/payment data (company name/name and surname, VAT number/tax code, address, bank details);

6. RETENTION PERIOD

The data retention period is: Until the end of the planned activities and the administrative, accounting and tax obligations required by law.

7. RIGHTS OF THE INTERESTED PARTY

Pursuant to European Regulation 679/2016 (GDPR) and applicable national legislation, the interested party may, in accordance with the procedures and within the limits established by current legislation, exercise the following rights:

- request confirmation of the existence of personal data concerning him or her (right of access by the interested party - art. 15 of Regulation 679/2016);
- know its origin;
- receive intelligible communication about it;
- have information about the logic, methods and purposes of the processing;
- request the updating, rectification, integration, deletion, transformation into anonymous form, or blocking of data processed in violation of the law, including data no longer necessary for the purposes for which it was collected (right of rectification and deletion - Articles 16 and 17 of Regulation 679/2016);
- right to limit and/or object to the processing of data concerning him/her (Articles 18 and 21 of Regulation 679/2016);
- right of withdrawal;
- right to data portability (Article 20 of Regulation 679/2016);
- in cases of consent-based processing, receive your data provided to the owner, in a structured and machine-readable format and in a format commonly used by an electronic device;
- the right to lodge a complaint with the Supervisory Authority (right of access by the data subject - art. 15 of Regulation 679/2016).

8. DATA CONTROLLER

The data controller of your personal data is **NOTARBARTOLO & GERVASI S.p.A.**, VAT number 11980320151 and tax code 02612760963

- Email: notage@ngpatent.it
- PEC: ngpatent@pec.it

Cookie Policy

What are cookies?

A "cookie" is a text file saved on a user's computer when they access a website. It serves as a reminder of the web page they visited. The web server uses cookies to send information to the user's browser (Internet Explorer, Mozilla Firefox, Google Chrome, etc.), which is stored on the user's computer and read and updated each time the user returns to the site. This allows the website to automatically adapt to the user. While browsing, the user may also receive cookies from different websites ("third-party cookies") on their device. These cookies are set directly by the operators of those websites and used for the purposes and according to the methods they define.

Depending on their duration, they are divided into session cookies (temporary cookies that are automatically deleted from the terminal at the end of the browsing session, when the browser is closed) and persistent cookies (those that remain stored on the terminal until they expire or are deleted by the user).

Depending on their function and purpose, cookies can be divided into technical cookies and profiling cookies.

Technical cookies

Some cookies are used to perform computer authentication, monitor sessions, and store specific information about users accessing a web page. These cookies, known as technical cookies, are often useful for enabling navigation on a website and using all its features. Technical cookies are those whose use does not require the user's consent.

Analytics cookies also belong to this category. These cookies collect information about a user's use of a website and allow us to improve its performance. For example, analytics cookies show which pages are most frequently visited, allow us to identify recurring usage patterns on a website, and help us understand any difficulties users encounter.

Profiling cookies

Other cookies can be used to track and profile users while browsing, study their movements and web browsing or consumption habits (what they buy, what they read, etc.), including for the purpose of sending targeted and personalized advertising. These are called profiling cookies. The use of these cookies requires the user's prior informed consent pursuant to Article 7 of EU Regulation 2016/679 and applicable national legislation.

Third-party cookies

A web page may also contain cookies from other sites and contained in various elements hosted on the page itself, such as advertising banners, images, videos, maps, or specific links to web pages on other domains hosted on servers other than the one hosting the requested page. In other words, these cookies are set directly by website operators or servers other than this website. These are called third-party cookies, which are typically used for profiling purposes. The use of these cookies requires the user's prior informed consent.

Types of cookies used by our site

The primary functions of the cookies installed by <http://www.ngpatent.it/> are technical. They are used to constantly improve the Service, for authentication, and for statistical purposes, such as counting visits to the site. The use of cookies is therefore strictly aimed at facilitating server

functions during navigation.

experience and measurement purposes as specified in the [cookie policy](#).

You can freely grant, refuse, or revoke your consent at any time by accessing the preferences panel. Refusing consent may make the relevant functions unavailable.

If your personal information is sold, you can opt out by using the "Do not sell my personal information" link.

To learn more about the categories of personal information collected and the purposes for which this information will be used, please refer to our [privacy policy](#).

The user is asked to use the "Accept" button to consent to the use of cookies and the "Reject" button to continue without accepting.

Cookie management

Users can manage their cookie preferences using features found in common browsers that allow them to delete/remove cookies (all or some) or change their browser settings to block the sending of cookies or limit their use to specific sites (versus others).

Therefore, it is possible to deny the use of cookies by following the disabling procedure provided by your browser.