

Privacy Statement

Responsibility for Data Processing

Ortolanda (hereinafter referred to as “we” or “us”) is responsible for the processing of personal data as outlined in this privacy statement. This statement applies to our website, **ortolanda.com**.

Processing of Personal Data

We process your personal data because you use our services and/or have provided us with this information directly. Below is an overview of the personal data we process:

- First and last name
- Address
- Phone number
- Email address
- IP address

Special and/or Sensitive Personal Data

Our websites and/or services are not intended to collect data from visitors under the age of 16, unless they have consent from a parent or guardian. However, we cannot verify a visitor's age. We encourage parents to be involved in their children's online activities to help prevent data collection without parental consent. If you believe we have collected personal information about a minor without consent, please contact us at **info@ortolanda.com**, and we will delete this information.

Purposes and Grounds for Processing

We process your personal data for the following purposes:

- To contact you by phone or email when necessary for our services.
- To inform you about changes to our services and products.
- To deliver goods and services to you.

Retention Period for Personal Data

We retain your personal data only as long as necessary to fulfill the purposes for which it was collected. The following retention periods apply for each category of personal data:

- **First and last name** – 5 years
- **Address** – 5 years
- **Phone number** – 5 years
- **Email address** – 5 years
- **IP address** – 5 years

Sharing Personal Data with Third Parties

We share your data with third parties only when necessary to fulfill our agreement with you or to comply with legal obligations.

Cookies or Similar Technologies

Our website uses only technical and functional cookies, as well as analytical cookies that do

not infringe upon your privacy. A cookie is a small text file stored on your computer, tablet, or smartphone when you visit our website. The cookies we use are necessary for the technical operation of the website and to enhance your experience. They ensure the website functions properly and, for example, remember your preferences. We may also use these cookies to optimize our website.

You can opt out of cookies by setting your internet browser to block cookies. Additionally, you can delete all previously stored information via your browser settings.

Data Review, Modification or Deletion

You have the right to view, correct, or delete your personal data. You also have the right to withdraw your consent for data processing or to object to the processing of your personal data by Ortolanda. Additionally, you have the right to data portability, meaning you can request that we send the personal data we have about you in a computer file to you or a third-party organization named by you.

Security of Personal Data

We take the protection of your data seriously and implement appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure, and unauthorized modification.

This privacy statement applies to all services offered through the **ortolanda.com** website.