

## **Privacy Notice**

### **Notice on Personal Data Processing**

#### **Introduction**

Thank you for visiting our website, which has been developed and now runs in the frame of the Horizon Europe Research and Innovation Action. SMARTHANDLE is an EU-funded project that represents a strong consortium of 14 leading companies and organisations in Europe. Netcompany-Intrasoft is responsible for the hosting and management of the website of SMARTHANDLE.

In this context, your privacy is important for us and we are committed to protect it in accordance with the European Regulation 2016/679 on the protection of individuals with regard to the processing of their personal data and on the free movement of such data (General Data Protection Regulation, hereafter referred to as the "Regulation") as in force. To this end, we provide this Privacy Policy that applies to the SMARTHANDLE website (the Website") and governs personal information collection and usage by the Website only. We reserve the right to update or change our Privacy Policy at any time. With that in mind, you should periodically check this Privacy Policy.

#### **Type of personal information that we process**

The amount and type of information we process depends on your activities and use of the Website. Certain information is collected simply from your use of the Website, whereas other information is submitted by you voluntarily in your communications with us or to receive requested services. Below, we explain the information we process for our various services.

#### **Which are the legitimate reasons for processing your personal data?**

Legitimate reasons for lawful processing your personal information is the legitimate interest of the SMARTHANDLE consortium to promote the SMARTHANDLE outcomes as more specifically described in the Introduction, in order to meet contractual obligations in that context.

#### **Storage and deletion of personal information that we process**

Any personal information you are providing us through the Website or by directly contacting us via e-mail: info@SMARTHANDLEproject.eu or by completing the online form is securely stored by Netcompany-Intrasoft only for as long as necessary for us to comply with our contractual obligations to the funding authority of SMARTHANDLE namely the European Commission, and no longer than 2 years from SMARTHANDLE completion unless otherwise required for the defense of legal claims arising from the SMARTHANDLE contract or as otherwise required by compulsory law.

#### **Security of personal information that we process**

Netcompany-Intrasoft, as the responsible party to host the website, applies all appropriate technical and organizational measures to ensure safe processing of personal data and to prevent the accidental loss or destruction and unauthorized and / or illegal access to, use, modification or disclosure thereof. In assessing the appropriate level of security and in the process of selecting and implementing suitable technical and organizational measures, Netcompany-Intrasoft takes into account the state of the art, the costs of implementation and the nature, scope, context and purposes of processing, as well as the risks that are presented by processing, in particular from accidental or unlawful destruction, loss, alteration,

unauthorized disclosure of, or access to personal data transmitted, stored or otherwise processed, and additionally, the risk of varying likelihood and severity for the rights and freedoms of natural persons.

### Your rights

You have a number of rights, which you can exercise at any time. In particular, you have the:

- **Right to be informed:** You have the right to be informed about the processing and use of your personal information, including the purpose for which we are processing this information, the period that we will retain it and with whom we will share it.
- **Right of access:** You have the right to ask from us to confirm whether or not we are processing personal information concerning you. Where that is the case, you can access your personal information that we are processing and relevant supplementary information.
- **Right to rectification:** You have the right to request from us modifications, corrections or update to your personal information in case you believe that it is not up to date, complete or accurate.
- **Right to erasure (“right to be forgotten”):** You have the right to ask us to erase your personal information that we are processing, subject to specific restrictions.
- **Right to restrict processing:** You have the right to request from us to restrict the processing of your personal information, with a view to limiting the way that we use this information.
- **Right to data portability:** You have the right to ask for your personal information to be provided back to you or transferred to a third party.
- **Right to object:** You have the right to object to us processing your personal information at any time for reasons related to your particular situation.
- **Right not to be subject to a decision based solely on automated processing (including profiling),** which produces legal effects concerning you or similarly significantly affects you.

To exercise your rights, please contact SMARTHANDLE or send us a notice to [info@smarthandle-project.eu](mailto:info@smarthandle-project.eu). Please keep in mind that you also have the right to lodge a complaint a supervisory authority (e.g. the Data Protection Authority within your region or country), should you wish so.

### **Third-Party Websites**

Our website may contain links to or the ability for you to access third-party websites. We are not responsible for the privacy practices employed by those third parties, nor are we responsible for the information or content their websites contain.

This Privacy Policy applies solely to information collected by us. We encourage you to read the privacy policies of any third parties before proceeding to use their websites.

### **Children**

We do not knowingly process, use, or disclose information from children under 16. If we learn that we have collected the personal information of a child under 16 we will take steps to delete the information

as soon as possible. Please immediately contact us if you become aware that a child under 16 has provided us with personal information.

### **Contact us**

If you have any questions about this Privacy Policy, please contact us, or send us an e-mail at: [info@smarthandle-project.eu](mailto:info@smarthandle-project.eu)

### **Cookies**

Cookies are small text files which are saved on your computer, mobile phone or tablet. They allow the website to remember your actions and preferences (such as login, language, font size and other display preferences) so you don't have to keep re-entering them whenever you come back to the site. You can control and/or delete cookies as you wish. If you do this, however, you may need to manually adjust your preferences every time you visit a website. For more information on how to manage cookies, please visit: <http://www.aboutcookies.org/>

We use essential cookies in the SMARTHANDLE website which don't store personal information. They are usually only set in response to actions made by you when accepting our cookie policy or logging in.

We use the following cookies:

- hidden-cookie-jar – set when you accept out cookie policy
- SESSxx – set when you log into our website, then removed when you log out

### **Google analytics**

We use tools like Google Analytics to better understand how visitors interact with our website. This provides us with important information to enable the site to work better. The information collected is not linked to your personal data.

For more information on the cookies set by Google Analytics, please visit: <http://code.google.com/apis/analytics/docs/concepts/gaConceptsCookies.html>

If you do not wish your information to be sent to Google Analytics, you can install the Google Analytics Opt-out Browser Add-on.

We may keep track of pages you visit to help provide a more personalized user experience. In addition, tracking information is collected via Google Tag Manager and anonymized as we have activated the IP Anonymisation. We may obtain information about your general internet usage by using "cookies". In Website, we use essential cookies which don't store personal information. They are usually only set in response to actions, made by you, when accepting our cookie policy or logging in.

We use the following cookies:

- hidden-cookie-jar – set when you accept out cookie policy
- SESSxx – set when you log into our website, then removed when you log out If you do not wish us to process cookies, you may set your browser to refuse cookies, or to alert you when cookies are being sent. If you do so, please note that some parts of the Website may then be inaccessible or not function properly.