

## Purpose

Out of respect for the visitors of our site, Fontana identity & design has developed this Web Privacy Statement so that you understand which information we collect, use, share and how we protect that information. This policy also includes steps you can take to limit the use or sharing of information by Fontana identity & design.

## Information that we collect

Whenever you visit our website, we will collect some information from you automatically, and other voluntarily. In general we collect this Personally Identifiable Information (PII) so that we can build a better relationship with you, our customer. In addition Fontana identity & design is able to enrich that data through means such as cookies or third party services such as Google Analytics.

We will collect the following information automatically:

- IP Address
- The date and time of your visit
- The pages your visited

We will collect the following information voluntarily:

- Your name
- Your contact information
- Your question

Fontana identity & design limits the information collected to only that information required to complete a visitor's request. If you do feel like we have collected excessive information, please contact us at [contact@fontana-design.com].

## Use of cookies

Cookies are files with small amounts of data, which may include an anonymous unique identifier. Cookies are sent to your browser from a web site and are stored on your computer's hard drive. Like many sites, we use "cookies" to collect information. You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. We make use of cookies under the following circumstances and for the following reasons:

- Compile data about site traffic to offer a better website experience
- Understand and save visitor preferences for future visits

## Uses of the information that we collect

We do not collect PII for sale to third parties. PII provided to us via our website will only be used for the purposes for which it was provided to us at the moment of collection. These reasons can be:

- To improve the Website experience for all visitors
- To understand the demographics of our website visitors

## Third-party disclosure of the information that we collect

We do not sell or otherwise trade the Private Information that we collect from our site visitors at any point or under any circumstance. We do, on occasion share that information with business partners to ensure an ability to consistently provide service, or with government and other agencies where required by law. When we share such information, we ensure that the third parties with whom we share have policies and controls in place that are at least as stringent as our own.

## Storage time of collected data

The storage period of your PII will be limited to the time required for the purposes for which it was collected. However if you subscribed to mailing lists, this information will only be deleted when you unsubscribe to this mailing list.

[Fontana identity & design sprl/bvba](#)

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## Access

Fontana identity & design shall allow an individual to access their PII and permit the individual to correct, amend, or delete inaccurate information. Unless the cost of providing access would be disproportionate to the privacy risks of the individual in the case in question, or where the rights of other persons would be violated by permitting access to such information.

## Unsubscribe

Those visitors who registered themselves to a mailing list or any registration, can unsubscribe by using the link at the bottom of the communication sent by Fontana identity & design.

## How we protect the information that we collect

At Fontana identity & design only authorized personnel is able to access confidential or personal information we collect. These employees have signed a confidentiality agreement. The protection of the information that we collect from our site visitors is of the utmost importance to us and we take every reasonable measure to ensure protection from loss, theft, misuse or destruction including:

- We keep automatically collected data and voluntarily collected data separate at all times
- We use Secure Sockets Layer (SSL) encryption wherever we capture voluntarily provided information
- We use internal encryption on all data stores that house voluntarily captured data
- We store voluntarily captured data for no longer than needed to perform the purpose it was collected for.

## Enforcement

Fontana identity & design uses a self-assessment approach to ensure compliance with this Privacy Policy and verifies periodically that the policy is accurate and comprehensive for the information intended to be covered, prominently displayed, completely implemented, and accessible and in conformity with the Privacy Principles, laws and regulations. Fontana identity & design encourages interested parties to contact us with any concerns using the contact information provided. Fontana identity & design will investigate and attempt to resolve any complaints and disputes regarding use and disclosure of PII in accordance with the Privacy Principles.

If a complaint or dispute cannot be resolved through internal process, Fontana identity & design agrees to dispute resolution via a third party.

## Changes

We may modify and/or update this Privacy Statement and so encourage you to check back on a regular basis to determine if any changes have been made. This policy was last updated on: May 8<sup>th</sup> 2018.

## Children's privacy

Children are vulnerable, hence we want to protect them and avoid the collection of children's data under the age of 16 without parental consent.

## Questions

If you have any questions or concerns regarding your privacy while using this website, please direct them to [Privacy@fontana-design.com].