

Information-management policy regarding the use of cookies as set forth in Article 13 of the RGPD (General Regulation for the Protection of Information) 2016/679.

The websites of the City of Modena use cookies and similar technologies to ensure the proper functioning of services and processes and to improve users' experience with online applications. This document provides detailed information on the use of cookies and similar technologies, on how they are used by the City of Modena, and on how they is managed.

The data manager is the City of Modena. By order of the Mayor, and in accordance with the regulations of local authorities and the City's fundamental choices regarding organizational matters, Dr. Luca Chiantore, director of the Demographic and Participation Services Sector of Smart City, based in Modena, Via Santi 40 (email: luca.chiantore@comune.modena.it; telephone: +39 059-203-2000), was placed in charge of the city's databases, as well as of the gathering and processing of information in his sector.

The Data Protection Officer (DPO) can be contacted at responsibileprotezionedati@comune.modena.it or by calling (+39) 059-209-367.

Personal information is gathered and used by this agency pursuant to relevant regulations and to the Italian Guarantor of Privacy Protection the regarding cookies and e will not be communicated or disseminated.

Processing and use of personal information is based s on principles of correctness, lawfulness, transparency, and protection of users' privacy and rights.

Employees of the data manager, as well as consultants or other individuals who provide services instrumental to the aforementioned purposes (such as, for example, technical services), may become aware of users' personal information. These subjects act as authorized data managers and system administrators.

Personal information will be kept for the amount of time necessary for evaluation of the operation of the sites. After that point, they may be stored in compliance with relevant regulatory provisions, or with eventual further obligations regarding the conservation or archiving of personal information as provided by law, for purposes of serving the public interest, conducting scientific or historical research, or undertaking statistical analyses.

Providing personal information through cookies is optional and deactivation of cookies does not compromise the use of the site's features.

Personal information will be gathered and used electronically and only by persons specifically appointed for that purposes and in compliance with the rules regarding privacy.

The processing of your personal information will take place electronically. Responsibility for the processing of personal information will not be transferred to third countries or international organizations.

You may, at any time, exercise your right:

- to access your personal information;
- to correct or cancel personal information or limit the processing of such information;
- to withdraw consent that has previously been given as required; the withdrawal of consent does not affect the lawfulness of the processing of personal information based on consent given before it was withdrawn;
- to data portability, as required;
- to oppose the processing of personal information;
- to lodge a complaint with the Italian Guarantor of Privacy Protection.

You may exercise your rights by sending a request by email to segreteria.personale@comune.modena.it.

Definitions

Cookies are short fragments of text (letters and or numbers) that allow the web server to store information on the client (the browser) to be reused during the visit to a site (session cookies) or later, even for days (persistent cookies). Cookies are stored, according to user preferences, by individual browsers on the specific device used (computer, tablet, smartphone).

Similar technologies, such as, for example, web beacons, transparent GIFs, and all forms of local storage introduced with HTML5, can be used to collect information on user behavior and on the use of services.

Later in this document we will refer to cookies and all similar technologies with the term “cookie.”

Kinds of Cookies

Based on their characteristics and use, different categories of cookies can be distinguished:

“Technical” cookies (for analysis and performance). These cookies are used to collect and analyze traffic and site use anonymously. These cookies, even without identifying the user, make it possible, for example, to detect whether the same user connects to the site again at different times. They also allow the monitoring of the system and the improvement of its performance and usability. Cookies may be deactivated without any loss of site functionality, with the exception of some interactive online services.

Profiling cookies. These are permanent cookies used to identify (anonymously or not) user preferences and improve browsing experience. The sites of the City of Modena do not use cookies of this type.

Third-Party Cookies

When a user visits a website, she or he may receive cookies from both the visited site (“proprietary cookies”) and from sites managed by other organizations (“third parties”). Examples include the “social plugins” of Facebook, Twitter, Google+, and LinkedIn. These are parts of the visited page generated directly by the aforementioned sites themselves and integrated into the host page. The most common use of social plugins is to allowing the sharing of content on social networks.

The presence of plugins involves the transmission of cookies to and from all sites managed by third parties. The management of the information collected by “third parties” is governed by the pertinent information-management policy to which reference should be made. For greater transparency and convenience, the web addresses of various information-management policies and methods for managing cookies are shown below.

Facebook information-management policy: <https://www.facebook.com/help/cookies>;
Facebook (configuration): Log in to your account and go to the privacy section;

Twitter information-management policy: <https://support.twitter.com/articles/20170514>;
Twitter (configuration): <https://twitter.com/settings/security>;

LinkedIn information-management policy: <https://www.linkedin.com/legal/cookie-policy>;
LinkedIn (configuration): <https://www.linkedin.com/settings>;

Google+ information-management policy:
<http://www.google.it/intl/it/policies/technologies/cookies>;

Google+ (configuration): <http://www.google.it/intl/it/policies/technologies/managing>;

Pinterest information-management policy: <https://about.pinterest.com/it/privacy-policy>;
and

Instagram: <https://about.instagram.com/community/safety>.

Google Analytics

The sites of the City of Modena also include components transmitted by Google Analytics, a web-traffic-analysis service provided by Google, Inc. (“Google”). These are also third-party cookies collected and managed anonymously to monitor and improve the performance of the host site (performance cookies).

Google Analytics uses “cookies” to collect and analyze anonymous information regarding how the City of Modena sites are used (including the user’s IP address). This information is

collected by Google Analytics, which processes it in order to prepare reports for the City of Modena regarding activity on its sites. The City of Modena does not use (and does not allow third parties to use) the Google analysis tool to monitor or collect personally identifying information. Google does not associate the user's IP address with any other data held by Google nor does it try to link an IP address with the identity of a user. Google may communicate this information to third parties where this is required by law or in cases in which such third parties process the aforementioned information on behalf of Google.

For further information, please refer to the links below:

<https://www.google.it/policies/privacy/partners/>

The user can selectively disable Google Analytics by installing the opt-out component provided by Google on its browser. To disable the action of Google Analytics, please refer to the following link: <https://tools.google.com/dlpage/gaoptout>.

How Long Cookies Last

Some remain active until the browser is closed or the logout command is given (session cookies). Other cookies "survive" browser closure and are available in users' subsequent visits to the site.

These are called "persistent cookies" and their duration is established by the server at the moment when they are created. In some cases, expiration of the cookie is automatic; in others, they may last indefinitely.

Users who browse the pages of the City of Modena's sites may also interact with sites managed by third parties that can create or modify persistent and profiling cookies.

Management of Cookies

Users can use their browser settings to accept cookies or reject them.

The total or partial disabling of technical cookies does not compromise the use of the site's features with the exception of some interactive services.

These settings can be defined specifically for different websites and web applications.

Below are resources that explain how to proceed for each of the main browsers:

Chrome: <https://support.google.com/chrome/answer/95647?hl=it>

Firefox: <https://support.mozilla.org/it/kb/Gestione%20dei%20cookie>

Internet Explorer: <https://support.microsoft.com/it-it/help/17442/windows-internet-explorer-delete-manage-cookies>

Opera: <http://help.opera.com/Windows/10.00/it/cookies.html>

Safari: http://support.apple.com/kb/HT1677?viewlocale=it_IT

Updates to This Information

The City of Modena will continuously update the information provided here. The “LATEST UPDATE” section at the bottom of the page indicates when the last update was performed.