

# Protection of personal data and commitment to privacy

To ensure that personal information is protected, the International Committee for Animal Recording (ICAR) applies a strict privacy policy and strict security rules, making all employees aware of this topic.

Date last revision: 20<sup>th</sup> May 2018

The present Protocol for the Protection of Personal Data (hereafter "Protocol") is drafted by the International Committee for Animal Recording (ICAR) and in its context your personal information is called personal data. With reference to their collection, management, protection and conservation, etc., we can use the term "processing" of personal data.

This Protocol also contains information on our sharing of personal data within and sharing with third parties (such as, for example, our service providers).

We have adopted this Protocol, in order that you may communicate your personal data in compliance with a strict privacy and security policy, through which we are committed to protecting your privacy and processing your personal data in a fair and transparent manner. In this regard, in order to ensure correct conduct and our commitment to the protection of personal data, you can take an interest in each issue using the following e-mail address: [icar@icar.org](mailto:icar@icar.org).

## Categories of personal data collected

We may collect or obtain such personal data because you have provided it to us (for example, through a form on our website) or through a communication from third parties (for example, by your employer or your consultant or third-party service providers, to whom we address for needs related to our business) or because such personal data are publicly available and accessible.

We may also collect or obtain your personal data by noting or deducing this information through your way of interacting directly with us or indirectly through other persons, for example, partners, co-controllers or suppliers, who may participate in data collection operations in the name and on behalf of the International Committee for Animal Recording (ICAR).

The personal data we collect or obtain may include: name, surname, e-mail address and, in some circumstances, we may collect other special categories of personal data concerning you, or with your prior express consent, or on a contractual basis, again, in the presence of a legal obligation.

## Nature and purpose of the treatment

We will use your personal data to inform you about offers or news about products, services or events of the International Committee for Animal Recording (ICAR).

If you no longer wish to receive commercial information from us, you can unsubscribe by clicking on the appropriate function on the information note or by sending an email to [icar@icar.org](mailto:icar@icar.org).

## **Recipients of personal data**

In relation to one or more of the processing purposes described above, we may transmit data within the International Committee for Animal Recording (ICAR) and / or third-party suppliers.

We may also be required to disclose your personal data in the event that such disclosure is required by law, by an administrative authority or for the purpose of a judicial proceeding.

## **Protection of personal data**

International Committee for Animal Recording (ICAR) takes all necessary precautions, including administrative, technical, organizational and physical measures, in order to protect the personal data of employees, customers and partners in order to prevent the risk of any loss, theft or subtraction fraudulent, as well as any unauthorized access, disclosure, alteration or destruction of personal data.

Although we apply all security measures deemed reasonably necessary once your personal data have been collected, the transmission of data over the Internet (as well as via e-mail) is never completely secure. We are committed to protecting the personal data in our possession, but we cannot guarantee the security of data communication transmitted by us or transmitted to us.

## **Principles applicable to the processing of personal data**

International Committee for Animal Recording (ICAR) is committed to ensuring that the personal data in its possession are:

- Collected for specific, explicit and legitimate purposes, and not further processed in a manner not in line with these purposes;
- Treated in a lawful, correct and transparent way towards the interested party (physical person);
- Adequate, relevant and limited to what is necessary with respect to the purposes for which they are processed (data minimization);
- Exact and, if necessary, updated;
- Keep in a form that allows identification of data subjects for a period of time not exceeding the achievement of the purposes for which they are processed;
- Treated in such a way as to guarantee adequate security;
- Transferred from one country to another only in the presence of (i) an adequacy decision adopted by the European Commission or (ii) appropriate safeguard measures.

## **Protection of children's privacy**

International Committee for Animal Recording (ICAR) understands the importance of protecting the privacy of children, especially in a digital environment. In this regard, our sites are not intentionally designed for, nor intended for minors under the age of 16. It is our policy not to collect or consciously store information about anyone under the age of 16, except for the provision of our professional services.

## **Retention period**

We will store personal data in our systems for: (i) the time required for related activities or operations; (ii) the term of conservation imposed by law; (iii) the limitation period applicable in case of disputes or proceedings arising in the context of the activity or services, unless a previous request for cancellation has already been sent to [icar@icar.org](mailto:icar@icar.org). At the end of the period, your personal data will be destroyed, in accordance with the applicable regulations.

## **Rights of the interested party**

In accordance with national and European legislation, any natural person has the right to exercise the following actions against the International Committee for Animal Recording (ICAR), in case he processes his personal data:

- Be informed of the existence and purpose of any processing of personal data;
- Access your personal data and request the correction or cancellation or limitation of the processing;
- Oppose the processing and request the portability of personal data;
- Revoke, at any time, your consent to the International Committee for Animal Recording (ICAR);
- Promptly inform the Owner and / or the Manager in case of loss or misuse (illegal processing) of their personal data.

In order to exercise your rights, or if you have any questions about the use of your personal data, you can contact us at the following address: Via Savoia 78, 00198 Rome, Italy (email: [icar@icar.org](mailto:icar@icar.org)). You can use this address for any complaint regarding the respect of your privacy.

## **Right to file a complaint**

In case of dissatisfaction with the modalities with which we have handled your personal data or in case any request or request sent to our services has been dissatisfied, you have the right to file a complaint with the Data Protection Authority personal.

You can contact us, to be redirected to the competent Guarantor Authority or to any matter related to privacy or the processing of personal data, at the address Via Savoia 78, 00198 Rome, Italy (email: [icar@icar.org](mailto:icar@icar.org)).

## **Changes to this Protocol for Data Protection**

This Protocol may be subject to updates or modifications (also due to new regulations or regulations).

The date shown on this page will be periodically updated whenever a new Data Protection Protocol text is published and applicable. Therefore, we invite you to periodically review this information, in order to stay updated on how to protect your personal data.