

Information on the processing of personal data

In accordance with art. 13 Regulation EU 2016/679 (hereinafter, "GDPR"), **TUTORYOU**, VAT 08874330965 – tax code CRMLSN66E63F205M, registered office in Milan, Viale Luigi Majno n. 7 (Italy), T. +39 335 6502741, as **Data Controller**, informs You that your data will be processed in the manner and for the following purposes:

1. OBJECT OF PROCESSING

The Data Controller processes personal data (*"any information relating to an identified or identifiable natural person, even indirectly, through other information, including an identification number"*) that is given by completing online forms in the various sections of the Website.

The personal data processed include name, surname, date and place of birth, tax code, telephone number, e-mail address, residence, attended school and degree, spoken languages and related level of knowledge, UCAS credentials, school subjects attended and related level of knowledge and information on the subjects exercising parental responsibility (name, surname, tax code, telephone number, e-mail address).

If the personal data are related to Minors of 16 years, the processing is carried out only if the consent is expressly provided or authorized by a parent or by the person responsible for the minor. In default, the information provided will be deleted and it will not be possible for TUTORYOU to provide the requested services.

2. PURPOSE AND METHODS OF PROCESSING

The processing of data is done by manual, computerized and telematics tools, with logic and rules closely related to the following purposes:

- 1) Tutors' selection;
- 2) sign up on the Website, for provide and manage the various services offered by Data Controller;
- 3) create on the instant messaging application WhatsApp groups formed by tutor, student and parents;
- 4) carry out marketing activities such as sending of promotional material and advertising of Data Controller, including by e-mail, mms and sms;
- 5) respond to requests relating to the services offered by Data Controller sent by the interested parties through the Website ("Contact" section);
- 6) administrative and accounting, instrumental to the provision and management of services offered by the Owner.

The data are processed in compliance with the principles of confidentiality, integrity and availability of data, even in the event of any communication to third parties, and for the time necessary to fulfill the aforementioned purposes and in any case for no more than completing the study cycle and / or the legal obligations.

3. NATURE OF DATA PROVISION AND CONSEQUENCES OF ANY REFUSAL TO REPLY

The provision of data for the purposes mentioned in art. 2.1), 2.2), 2.3), 2.5) e 2.6) is mandatory.

Missed authorization to process data makes it impossible for Data Controller to consider your request.

The provision of personal data for the purposes referred to in paragraph 2.4) (marketing) is optional and may be revoked at any time using the "*unsubscribe*" feature contained in the commercial message received or through specific request sent via the section " Contact "of the Website.

4. COMMUNICATION AND DISCLOSURE

Your personal data are accessible for the purposes referred to art. 2):

- to employees and collaborators of Data Controller, as processors and / or controllers and / or system administrators;
- to third parties (for example, providers for the management and maintenance of the website, etc.) who carry out outsourced activities on behalf of Data Controller, as external data controllers.

Without a needed consent, Data Controller may disclose your personal data to insurance companies for related insurance services, and to those subjects to whom communication is mandatory and which will treat your data as independent data controllers.

Personal data collected in the "EVENTS" form may also be shared with Italian, European and UK universities, and language schools participating in the events themselves.

5. DATA TRANSFER

Personal data are stored on servers located in Trezzo sull'Adda (Milan), inside the European Union.

6. RIGHTS OF DATA SUBJECT

Acting as Data Subject, you can exercise the various rights related to the processing and in accordance to artt. 15, 16, 17, 18, 19, 20 e 21 of GDPR.

In particular, You can:

Art. 15

Right of access by the data subject

1. *The data subject shall have the right to obtain from the controller confirmation as to whether or not personal data concerning him or her are being processed, and, where that is the case, access to the personal data and the following information:*
 - a) *the purposes of the processing;*
 - b) *the categories of personal data concerned;*
 - c) *the recipients or categories of recipient to whom the personal data have been or will be disclosed, in particular recipients in third countries or international organizations;*
 - d) *where possible, the envisaged period for which the personal data will be stored, or, if not possible, the criteria used to determine that period;*
 - e) *the existence of the right to request from the controller rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;*
 - f) *the right to lodge a complaint with a supervisory authority;*
 - g) *where the personal data are not collected from the data subject, any available information as to their source;*
 - h) *the existence of automated decision-making, including profiling, referred to in Article 22 (1) and (4) and, at least in those cases, meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.*
2. *Where personal data are transferred to a third country or to an international organization, the data subject shall have the right to be informed of the appropriate safeguards pursuant to Article 46 relating to the transfer.*
3. *The controller shall provide a copy of the personal data undergoing processing. ²For any further copies requested by the data subject, the controller may charge a reasonable fee based on administrative costs. ³Where the data subject makes the request by electronic means, and unless otherwise requested by the data subject, the information shall be provided in a commonly used electronic form.*
4. *The right to obtain a copy referred to in paragraph 3 shall not adversely affect the rights and freedoms of others.*

Art. 16

Right to rectification

The data subject shall have the right to obtain from the controller without undue delay the rectification of inaccurate personal data concerning him or her. Taking into account the purposes of the processing, the data subject shall have the right to have incomplete personal data completed, including by means of providing a supplementary statement.

Art. 17

Right to erasure ('right to be forgotten')

1. *The data subject shall have the right to obtain from the controller the erasure of personal data concerning him or her without undue delay and the controller shall have the obligation to erase personal data without undue delay where one of the following grounds applies:*
 - a) *the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed;*
 - b) *the data subject withdraws consent on which the processing is based according to point (a) of Article 6(1), or point (a) of Article 9(2), and where there is no other legal ground for the processing;*
 - c) *the data subject objects to the processing pursuant to Article 21(1) and there are no overriding legitimate grounds for the processing, or the data subject objects to the processing pursuant to Article 21(2);*
 - d) *the personal data have been unlawfully processed;*
 - e) *the personal data have to be erased for compliance with a legal obligation in Union or Member State law to which the controller is subject;*
 - f) *the personal data have been collected in relation to the offer of information society services referred to in Article 8(1).*
2. *Where the controller has made the personal data public and is obliged pursuant to paragraph 1 to erase the personal data, the controller, taking account of available technology and the cost of implementation, shall take reasonable steps, including technical measures, to inform controllers which are processing the personal data that the data subject has requested the erasure by such controllers of any links to, or copy or replication of, those personal data.*
3. *Paragraphs 1 and 2 shall not apply to the extent that processing is necessary:*
 - a) *for exercising the right of freedom of expression and information;*
 - b) *for compliance with a legal obligation which requires processing by Union or Member State law to which the controller is subject or for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;*
 - c) *for reasons of public interest in the area of public health in accordance with points (h) and (i) of Article 9(2) as well as Article 9(3);*
 - d) *for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) in so far as the right referred to in paragraph 1 is likely to render impossible or seriously impair the achievement of the objectives of that processing; or*
 - e) *for the establishment, exercise or defense of legal claims.*

Art. 18
Right to restriction of processing

1. *The data subject shall have the right to obtain from the controller restriction of processing where one of the following applies:*
 1. *the accuracy of the personal data is contested by the data subject, for a period enabling the controller to verify the accuracy of the personal data;*
 2. *the processing is unlawful and the data subject opposes the erasure of the personal data and requests the restriction of their use instead;*

3. *the controller no longer needs the personal data for the purposes of the processing, but they are required by the data subject for the establishment, exercise or defense of legal claims;*
4. *the data subject has objected to processing pursuant to [Article 21\(1\)](#) pending the verification whether the legitimate grounds of the controller override those of the data subject.*
2. *Where processing has been restricted under paragraph 1, such personal data shall, with the exception of storage, only be processed with the data subject's consent or for the establishment, exercise or defense of legal claims or for the protection of the rights of another natural or legal person or for reasons of important public interest of the Union or of a Member State.*
3. *A data subject who has obtained restriction of processing pursuant to paragraph 1 shall be informed by the controller before the restriction of processing is lifted.*

Art. 19

Notification obligation regarding rectification or erasure of personal data or restriction of processing

The controller shall communicate any rectification or erasure of personal data or restriction of processing carried out in accordance with Article 16, Article 17(1) and Article 18 to each recipient to whom the personal data have been disclosed, unless this proves impossible or involves disproportionate effort. The controller shall inform the data subject about those recipients if the data subject requests it.

Art. 20

Right to data portability

1. *The data subject shall have the right to receive the personal data concerning him or her, which he or she has provided to a controller, in a structured, commonly used and machine-readable format and have the right to transmit those data to another controller without hindrance from the controller to which the personal data have been provided, where:
 - a) *the processing is based on consent pursuant to point (a) of Article 6(1) or point (a) of Article 9(2) or on a contract pursuant to point (b) of Article 6(1); and*
 - b) *the processing is carried out by automated means.**
2. *In exercising his or her right to data portability pursuant to paragraph 1, the data subject shall have the right to have the personal data transmitted directly from one controller to another, where technically feasible.*
3. *The exercise of the right referred to in paragraph 1 of this Article shall be without prejudice to Article 17. That right shall not apply to processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.*
4. *The right referred to in paragraph 1 shall not adversely affect the rights and freedoms of others.*

Art. 21

Right to object

1. *The data subject shall have the right to object, on grounds relating to his or her particular situation, at any time to processing of personal data concerning him or her which is based on point (e) or (f) of Article 6(1), including profiling based on those provisions. 2The controller shall no longer process the personal data unless the controller demonstrates compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject or for the establishment, exercise or defense of legal claims.*
2. *Where personal data are processed for direct marketing purposes, the data subject shall have the right to object at any time to processing of personal data concerning him or her for such marketing, which includes profiling to the extent that it is related to such direct marketing.*
3. *Where the data subject objects to processing for direct marketing purposes, the personal data shall no longer be processed for such purposes.*
4. *At the latest at the time of the first communication with the data subject, the right referred to in paragraphs 1 and 2 shall be explicitly brought to the attention of the data subject and shall be presented clearly and separately from any other information.*

5. *In the context of the use of information society services, and notwithstanding Directive 2002/58/EC, the data subject may exercise his or her right to object by automated means using technical specifications.*
6. *Where personal data are processed for scientific or historical research purposes or statistical purposes pursuant to Article 89(1), the data subject, on grounds relating to his or her particular situation, shall have the right to object to processing of personal data concerning him or her, unless the processing is necessary for the performance of a task carried out for reasons of public interest.*

7. DETAILS OF DATA CONTROLLER

The data controller is **TUTORYOU**, VAT 08874330965, registered office in Milan, Viale Luigi Majno n. 7 (Italy), T. +39 335 6502741, represented by Alessia Cremona, born in Milan on 23/05/1966, tax code CRMLSN66E63F205M.

The updated list of controllers or processors is kept at the headquarters of the Data Controller.

8. HOW TO EXERCISE YOUR RIGHTS

You can exercise your rights at any time by sending:

- a registered letter at TUTOR YOU, Viale Luigi Majno, 7 – 20122 Milan, Italy;
- an e-mail to the address privacy@tutoryou.eu.

9. CHANGES TO THIS INFORMATION

This information may change.

It is therefore advisable to regularly check this information and refer to the latest version.