

PRIVACY POLICY

Information on the processing of personal data pursuant to EU Regulation 2016/679 (GDPR)

This privacy policy describes how personal data collected through this website www.minniticonsulting.com is processed when you browse the site, submit an enquiry via the contact form, book a consultation, and receive service communications related to the requested advisory service.

1. WHO IS THE DATA CONTROLLER

The data controller of your personal data is Ms Stefania Minniti (VAT No. 03197360807) - Minniti Consulting, with registered office at via Pitagora 2, Melito di Porto Salvo (RC), Italy.

You can contact me directly at the email address minniticonsulting@gmail.com regarding any questions about the processing of personal data or to exercise your rights.

2. TYPES OF DATA COLLECTED AND PURPOSES OF PROCESSING

The personal data that may be collected through this website and processed by me includes:

- a. **data provided voluntarily by you via the contact form or booking form:**
 - **identification and contact data:** e.g. first name, surname, email address, telephone number, tax code / national insurance number, address, city
 - **billing data:** e.g. company name, full name, address, city
 - any **other personal information** provided in the free text message field: e.g. description of the organisation, description of the project, details about yourself and the focus of the session.
- b. **Technical browsing data:** data collected automatically by the website (e.g. IP address, browser type and version, session duration). This data is not collected to be associated with specific individuals, but by its very nature could allow identification if processed and combined with data held by third parties (e.g. to investigate potential offences against the website)
- c. **Cookies and similar technologies** (for full information regarding the use of cookies, please consult the specific notice available [here](#)).

3. WHY I PROCESS DATA, LEGAL BASIS AND DATA STORAGE PERIOD

Personal Data	Purposes of Processing	Legal Basis	Data Storage Period
a) data provided voluntarily such as identification, contact and billing data	a1) manage received enquiries (replying, preparing proposals for selected consultancy services or quotes)	a1) performance of pre-contractual steps taken at your request	For the time necessary to handle the request.
	a2) in case of booking, execute the contract and comply with legal obligations (e.g. invoices)	a2) performance of a contract and compliance with legal obligations	If no engagement ensues, data will be erased unless it involves organisations awaiting funding that express an interest in future collaboration: in such cases, data is retained for 24 months.
	a3) establish, exercise or defend legal claims, including in court proceedings	a3) legitimate interest in defence; compliance with a legal obligation	If an engagement ensues, please refer to the client privacy notice provided to you.
b) technical browsing data	b1) ensure the technical functioning of the website; perform	b1) performance of pre-contractual or contractual	For the time necessary for the operation and security of the site

	statistical analysis on aggregated or anonymous data, without identifying the user, to evaluate site performance b2) establish, exercise or defend legal claims, including in court proceedings	measures arising from access to the site; legitimate interest b2) legitimate interest in defence; compliance with a legal obligation	
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Providing personal data is **optional**, but it is **necessary** to respond to your advisory enquiries. For the **purposes a2) - a3) - b2)**, processing may be **necessary** to comply with a legal obligation.

4. HOW I PROCESS PERSONAL DATA

Your personal data is processed using **IT tools** and appropriate technical and organisational measures to protect data against unauthorised access, loss, destruction, or disclosure. Data is not subjected to automated decision-making processes.

5. TO WHOM I MAY DISCLOSE PERSONAL DATA

Data may be disclosed or made accessible only to those who require access for the purposes specified in Section 3.

These recipients may include:

- **professionals, consultants and technical service providers** (e.g. accountant)
- **public authorities** where required by law or official order

These parties act as independent data controllers, data processors, or authorised persons.

For certain services, I use suppliers (e.g. email, website hosting, booking management, document processing) that may be based in or transfer data outside the European Economic Area. Transfers take place in compliance with applicable law, based on adequacy decisions or other appropriate safeguards provided under the GDPR.

I will not disseminate, publish, or sell personal data for marketing purposes.

6. YOUR DATA PROTECTION RIGHTS

You can write to me at any time by sending an email to minniticonsulting@gmail.com to:

- request **confirmation** of the existence of personal data, request **restriction** or **object** to processing
- **access, rectify, or erase** data or obtain data **portability**
- **withdraw consent** at any time, without affecting the lawfulness of processing based on consent before its withdrawal.

You may lodge a **complaint** with the Data Protection Supervisory Authority.

[last updated: 14 September 2026]