

Privacy policy of Associazione ITA-STQB

This privacy policy governs the collection, storage and use of personal information collected by Associazione ITA-STQB, via our website at *.ita-stqb.org (generally indicated as "Website", where "*" indicates all subdomains) and by collecting personal information during certification exams and events dedicated to Software Engineering professionals. It provides you with details about the personal information we collect from you, how and why we use your personal information and your rights to control personal information we hold about you. Please read this privacy policy carefully.

This privacy policy was updated on October 1st, 2021. Please check back regularly the website www.ita-stqb.org to keep informed of updates to this privacy policy.

1. Data Controller

The Data Controller is Associazione ITA-STQB, a no-profit company registered under Italian law with registration number BS - 507084, and with its registered office at via Brozzoni, 9, 25125 Brescia, Italy.

We respect your right to privacy and will only process personal information you provide to us in accordance with the General Data Protection Regulation (Regulation 2016/679) in force since 25 May 2018 ("GDPR").

If you have any questions about how we collect, store and use your personal information, or if you have any other privacy-related questions, please contact us by email at

privacy@ita-stqb.org.

We do not and will not knowingly collect information from any unsupervised child under the age of 18. If you are under the age of 18, you may not use this website unless you have the consent of, and are supervised by, a parent or guardian.

2. The personal information we collect about you

When you access and browse this website (including when you submit personal information to us, e.g. through data entry fields on the website), we may collect the following information from you.

a. When you subscribe for an exam we collect:

- Full name (first and last name);
- E-mail Address;
- Fiscal code (CF);
- Date and place of birth;
- Address of residence;
- Telephone number;
- Your company;
- The invoicing information (the complete name, address and CF/VAT number of the subject to whom the invoice will be sent);
- Any additional personal information relating to the Successful Candidate Registers, including certificate number, certificate date and level of the exam passed;

To allow the conduct of exams remotely, which foresee the control via camera by a remote "proctor" (an examiner physically present at the other end of the camera) of the behavior of the candidates in order to guarantee the regularity of the test, the company providing the "remote proctoring" services can

independently collect the same information above, can record the image of the candidate's identity document and several images of the candidate himself or the film of the exam. These data will be used for the sole purpose of validating the identity of the candidate by verifying correspondence with the registered person, to validate or invalidate the test (in case of anomalous behavior by the candidate) and are kept by the company providing the services to a limited extent, the time necessary to provide remote proctoring services, as detailed in the company's Privacy Policy.

b. How and why we may store and use the information we collect for an exam

We (and third party data processors, like for instance the partners who manage the international registers of certified professionals, or Google Analytics) may collect, store and use your personal information listed above for the following purposes:

- A. to make our website and its content (including the Italian Successful Candidate Register) available to you;
- B. to inform you about the activities of ITA-STQB (newsletter);
- C. upon your explicit consent, to include your name and relevant information in the Successful Candidate Register for the purposes of preventing uncertified people from posing as certified and allowing third parties to swiftly check the validity of credentials online;
- D. to respond to any queries or requests that you may submit to us through the Website (e.g. by using the online contact form);
- E. carry out the administrative and accounting activities necessary for the management of your registrations.
- F. in case the registration and payment of the certification exam are carried out by your company, transmit to your company, through the contact person who registered you, the result of the examination.

We process your personal information for the purposes mentioned above, insofar you have given consent to the processing (under C), communication via newsletter (under B), or insofar the processing is necessary for the performance of a contract to which you are a party or in order to take steps at your request prior to entering into a contract (under A, D, E and F).

Apart from what is necessary for the purposes described above, we will not transfer your personal information to third parties and under no circumstances will we sell your personal information to third parties.

We may disclose your personal information where we are required to do so by applicable law, by a governmental body or by a law enforcement agency.

c. When you subscribe for an event organized by ITA-STQB we collect:

- Full name (first and last name);
- E-mail Address;
- Fiscal code (CF);
- Telephone number;
- Your company and your role in the company;
- The invoicing information (the complete name, address and CF/VAT number of the subject to whom the invoice will be sent);
- Any additional personal information relating to the certifications you may have, including certificate number, certificate date and level of the exam passed, in order to ensure special discounts;

- Any additional personal information relating to the status of student or teacher, including ID number and school/university, in order to ensure special discounts;
- Any statistical information, such as previous attendance at the same event or the source that informed you about the event.

d. How and why we may store and use the information we collect for a subscription to an event

We (and third party data processors, including Google, acting on our behalf) may collect, store and use your personal information listed above for the following purposes:

- A. to allow your subscription to the event;
- B. to inform you about the activities of ITA-STQB;
- C. upon your explicit consent, to allow us to transfer the following data:
 - Full name (first and last name);
 - E-mail Address;
 - Telephone number;
 - Your company and your role in the company;

to the sponsors of the event for their marketing purposes. Our events are free access events, so in order to allow us to provide this service we need sponsors. In order to have these sponsors and be able to organize the event we have to provide them the list of participants that gave us their explicit consent. We inform you here, and during registration, that without this explicit consent we can not proceed with the registration itself, as the possibility of transferring the above data is necessary in the execution of contracts with sponsors and partners of the event and therefore fall within the legitimate interest of ITA-STQB in order to carry out the event. The sponsors of the event are clearly stated on the event website, so you know to which subjects you data are transferred for marketing purposes. You will be able to unsubscribe from any marketing communications provided that all involved subjects (sponsors of the event) must provide you this possibility. We will not transfer, sell or rent your personal information to any other third party.

- D. to respond to any queries or requests that you may submit to us through the Website (e.g. by using the online contact form);

We process your personal information for the purposes mentioned above, insofar you have given consent to the transfer (under C), communication via newsletter (under B), or insofar the processing is necessary for the performance of a contract to which you are a party or in order to take steps at your request prior to entering into a contract (under A and D).

We may disclose your personal information where we are required to do so by applicable law, by a governmental body or by a law enforcement agency.

3. Data Transfer

a. International transfers of the information we collect for an exam

We may transfer personal information that we collect from you to third party organizations located in countries that are inside and outside of the European Economic Area, like ISTQB, IREB, GASQ, ISAQB, TMMi Foundation, for the following purposes:

- A. carry out the administrative and accounting activities necessary for the management of your examinations

- B. upon your explicit consent, to include your name and relevant information in the worldwide Successful Candidate Register of the same organizations for the purposes of preventing uncertified people from posing as certified and allowing third parties to swiftly check the validity of credentials online;
- C. to respond to any queries or requests that you may submit to them through their Websites (e.g. by using the online contact form);

When transferring data to countries which are outside the European Economic Area and which do not offer an adequate level of protection, we will ensure the use of appropriate data transfer tools (such as for instance the European Commission's Standard Contractual Clauses).

b. International transfers of the information we collect for an event subscription

We may transfer, upon your explicit consent, personal information that we collect from you to third party organizations located in countries that are inside and outside of the European Economic Area under the circumstances and for the purposes that are described in **2.d.C.**

When transferring data to countries which are outside the European Economic Area and which do not offer an adequate level of protection, we will ensure the use of appropriate data transfer tools (such as for instance the European Commission's Standard Contractual Clauses).

4. Authorization to use images and videos

a. Authorization to use images and videos obtained during remote examinations with proctor organized by ITA-STQB

As regards the remote exams with remote proctor organized by ITA-STQB, they provide the control via camera (by a remote "proctor") of the behavior of the candidates in order to guarantee the regularity of the exam, while preserving the integrity of the proposed exams, the company providing the "remote proctoring" services may independently collect the image of the candidate's identity document and several pictures of the candidate himself or the video of the exam. These data will be used for the sole purpose of validating the test or not (in case of anomalous behavior by the candidate) and in no way disseminated or transmitted. The authorization for the collection of this data by the company providing the "remote proctoring" services is mandatory in order to proceed with the registration for the exam as the exam cannot be delivered without it.

b. Authorization to use images and videos obtained during the events organized by ITA-STQB

For what concerns the events organized by ITA-STQB, the use and publication of videos and photographs (hereinafter referred to as "media") of the event are necessary in the context of the execution of contracts with the sponsors and partners of the event and therefore fall within the legitimate interest of ITA-STQB in order to carry out the event. ITA-STQB therefore requires all those who sign up for the event to provide explicit permission to publish media in which you may appear in person. The publication can be done on the websites of ITA-STQB, on the websites of the sponsors and partners of the event and on social networks (eg Facebook, Twitter, LinkedIn, Youtube, etc.). This authorization is mandatory in order to proceed with the registration to the event as without it ITA-STQB could not publish the media for the objective impossibility to identify the images of those who did not give permission to the publication, therefore it could not follow the obligations contracts to carry out the event.

5. Cookies

We may collect anonymised details about visitors to our website, including for the purposes of aggregate statistics or reporting purposes, as further described in our Cookie Policy which can be accessed <https://www.ita-stqb.org/docs/Associazione ITA-STQB Cookie Policy eng.pdf>

However, no single individual will be identifiable from the anonymised details we collect for these purposes.

For further information on the cookies used in connection with the Website, we refer to our ITA-STQB Cookie Policy, accessible via the link above.

6. Recipients of personal data

Processing is carried out using IT and / or telematic tools, with organizational methods and with logic strictly related to the purposes indicated. In addition to ITA-STQB, in some cases, other subjects involved in the organization of the site (administrative, commercial, marketing, legal, system administrators) or external subjects (such as third party technical service providers, hosting providers, IT companies, communication agencies) could also be appointed, if necessary, to have access to the Data. The updated list of Data retention responsables can always be requested to ITA-STQB.

7. Data retention and duration of treatment

The Data are processed at the operational headquarters of ITA-STQB and in any other place where the parties involved in the processing are located. For more information, contact the ITA-STQB at privacy@ita-stqb.org.

In accordance with the principles set out below, we will delete personal data once it is no longer required to fulfil the purposes outlined in this Privacy Policy, unless their retention would remain required for other fundamental purposes, including but not limited to complying with our legal obligations, handling claims and resolving disputes.

- The personal data relating to the Successful Candidate Register will be deleted where the person concerned no longer wishes to be included in the Successful Candidate Register;
- The data indicated at chapters **2.a** and **2.c**, with the exception of what is necessary for the Successful Candidate Register, will be deleted after five years from collection. The data collected on paper are immediately digitized and the paper copy destroyed;
- For the retention period of any cookies used on this Website we refer to our Cookie Policy, which can be accessed through the following link: <https://ecomm.ita-stqb.org>
- Personal data submitted by you within the framework of any query or request through the Website (e.g. by using the online contact form) will be deleted once we will have responded to or dealt with your query or request.

8. Security

ITA-STQB has taken appropriate technical and organisational measures to safeguard the personal information that you provide us with, against unauthorized or unlawful processing and against accidental destruction, loss or damage.

9. Your rights

You have the following rights:

- the right to access to personal information that we hold about you;
- the right to ask us to update and correct any out-of-date or incorrect personal information that we hold about you free of charge;
- where the processing is based on your consent, the right to withdraw consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal;
- the right to erasure where the conditions of article 17 of the GDPR have been met;
- the right to restriction of processing where the conditions of article 18 of the GDPR have been met;
- the right to data portability insofar the conditions of article 20 GDPR apply to you;
- the right to object to processing of personal data concerning you, insofar applicable under article 21 GDPR;
- the right to lodge a complaint with a supervisory authority; and
- the right to opt out, at first request and free of charge, of any direct marketing communications that we may send you.

The complete list of your rights can be viewed and downloaded at the following address:

<https://www.ita-stqb.org/docs/Associazione%20ITA-STQB%20-%20Elenco%20integrale%20dei%20diritti%20dell'interessato.pdf>

If you wish to exercise any of the above rights, please write to us on privacy@ita-stqb.org.

10. Third party websites

ITA-STQB websites contains links to other websites operated by third parties. Please note that this privacy policy applies only to the personal information that we collect through this website and that we cannot be responsible for personal information that third parties may collect, store and use through their website. You should always carefully read the privacy policy of each website you visit.

11. Changes to this privacy policy

ITA-STQB reserves the right to make changes to this statement at any time by informing Users. Therefore, please consult this page often, referring to the last modification date indicated at the beginning. In case of non-acceptance of the changes made to this privacy policy, the User is required to cease using this website and may request to ITA-STQB to remove his Personal Data. Unless otherwise specified, the previous privacy policy will continue to apply to Personal Data collected until then.