

DATA PROTECTION

TOOLKITS

GDPR COMPLIANCE PLAN

COOKIES POLICY

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Introduction

The GDPR is mandatory from 25/5/2018 onwards in all EU countries. All private companies and public bodies are obliged to comply with it.

Under the Accountability principle, legal entities are required to demonstrate their compliance with the requirements of the GDPR. In order for the legal entities to facilitate the fulfillment of this obligation, they organize Data Management Systems.

Reminder

Illegal management of personal data may result in:

- the imposition of heavy administrative fines
- criminal sanctions
- causing material or moral damage to natural persons (and consequently the obligation to pay compensation)
- damaging the reputation of your business.

Disclaimer

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Specifically about Cookies policy

In a business that has and operates a website there should be the necessary policies that define and explain the processing of personal data of visitors / customers. In addition to the Customer Privacy Policy (website version) which is necessary for the proper operation of your website in terms of data processing, you should post a more specialized Cookies Policy on your website. This document informs the visitors of the website about the way the company uses cookies on its website.

Instructions for use - application

In case your business has a website and does not have a Cookies Policy or has a Cookies Policy that is not updated you should follow the steps listed:

- 1) You must complete this Cookies Policy with the required information.
- 2) You should check the document of the Cookies Policy for any required adjustments to the specific processing or functions of the Cookies on your business website and make the appropriate additions and / or modifications if necessary.
- 3) Next you need to post the Cookies Policy on your business website.

COOKIES POLICY

The company with the following details

NAME

ADDRESS

VAT NUMBER

TELEPHONE NUMBER

EMAIL

and which is legally represented, hereby informs you about the use of cookies on its website.

In particular, the Cookies Policy explains what cookies are and how we use them on our website.

WHAT ARE COOKIES?

Cookies are files that contain small amounts of data, which are used as anonymous unique identifiers. Cookies are sent to your browser from the websites you visit and are installed in the internal memory of your device.

Each web browser uses separate categories of cookies, which contain anonymous information in relation to the websites you visit and the devices you use at that time.

Cookies are used to facilitate your browsing of websites, to store your preferences and to improve the services provided to you.

ACCEPTING OR DECLINING COOKIES

You can accept (consent) to the installation of cookies separately for each category, through the table that appears at the beginning of your visit to our website.

We also remind you that your browser (web browser) may accept cookies automatically or not, depending on the settings you maintain in it. If you do not want to install cookies, you can change the relevant settings. Usually through the field **SETTINGS** or **OPTIONS** in your browser and then through the privacy and security settings, you can prevent the installation of cookies on your terminal device from the beginning. In this case, you may not be able to use all the features of our site.

With the exception of the absolutely necessary cookies (as analyzed below), all other categories of cookies are installed on your terminal device with your consent.

On our website we use the following categories of cookies:

1) **necessary cookies** (eg for the identification and / or retention of content entered by the subscriber or user during a connection (session) to a website throughout the specific connection, such as the "shopping cart", for the subscriber's or user's connection in services that require authentication, for the user's security, for the realization of load balancing in a connection on an internet website, for the maintenance of the user's choices regarding the presentation of the website, eg language selection, search history)

2) **performance cookies** to receive information about traffic and how users browse

3) **analytics cookies**

4) **advertising cookies**

For the installation of cookies regarding performance, analysis, advertising or any other category other than the necessary ones and before it happens, we ask for your consent through explicit and active selection.

HOW TO DELETE COOKIES

You can delete cookies through the relevant table that appears on your screen. Alternatively you can delete all cookies through your browser (clear data option or similar depending on the browser).

COOKIES POLICY UPDATES

Your company will amend the Cookies Policy periodically in order to meet its legal obligations and the actual operation of cookies. We advise you to visit it from time to time, in order to stay informed about the relevant issues