

## COOKIE POLICY

Cookies are files saved on your phone, tablet or computer when you visit a website.

We use cookies to store information about how you use our website, such as the pages you visit.

When you use our website, you consent the use of cookies according to this policy. If you don't agree, please follow the instructions below in order to block cookies from our website.

## DATA CONTROLLER

Data controller is:

Ordine degli Architetti, Pianificatori, Paesaggisti e Conservatori della Provincia di Milano  
Via Solferino 19 - 20121 Milano  
email: [segreteria@ordinearchitetti.mi.it](mailto:segreteria@ordinearchitetti.mi.it); [segreteria@oamilano.it](mailto:segreteria@oamilano.it) (PEC).

The Ordine appointed a Data protection officer (DPO). You can contact him using the email [privacy@ordinearchitetti.mi.it](mailto:privacy@ordinearchitetti.mi.it).

The website is managed by the following data processor:

Fondazione dell'Ordine degli Architetti, Pianificatori, Paesaggisti e Conservatori della Provincia di Milano  
Via Solferino 19 - 20121 Milano  
email: [Fondazione@architettura.mi.it](mailto:Fondazione@architettura.mi.it).

## WHAT COOKIES ARE?

A cookie is a small file of letters and numbers that is downloaded on to your computer when you visit a website. Cookies are used by many websites and can do a number of things, e.g. remembering your preferences, recording what you have put in your shopping basket, and counting the number of people looking at a website. When you return to websites – or visit websites that use the same cookies – they recognise these cookies and therefore your browsing device.

For more information, you can visit [www.aboutcookies.org](http://www.aboutcookies.org).

## TYPES OF COOKIES

### First-party cookies

First-party cookies are cookies that are installed by website publisher, in other words - it's cookies that are saved under same domain/subdomain as website itself. According to DPA, first-party cookies can be separated in two groups:

- **Technical cookies.** Do not require user consent. Basically all cookies needed to show your website correctly: session cookies, analytics cookies, functionality cookies.

- **Profiling cookies.** User consent is required. Cookies aimed to create user profiles (do not mix with user accounts). They are used to send ads messages targeted for this particular user or group of people where user belongs.

A website does not require the consent of the user for technical cookies.

### Third-party cookies

Third-party cookies are cookies that are placed by the managers of another website ("third-party") via the publisher's website. Due to technical reasons, website publisher (manager/owned/editor) is not responsible for any third-party cookies. Website at this point acts as technical intermediary and must only provide a link to the information notices and consent forms of the third parties. Third-party cookies do not require user consent.

We use third party cookies for analytics purposes. A website does not require the consent of the user for anonymous analytics cookies.

Third party cookies can be used for integrating third party functions such as social network buttons, videos, maps and social network preferences.

They can be persistent or session ones.

### Session and persistent cookies

First and third party cookies can be session and persistent cookies.

Session cookies are also used by the server to store information about user page activities so users can easily pick up where they left off on the server's pages. By default, web pages really don't have any 'memory'. Cookies tell the server what pages to show the user so the user doesn't have to remember or start navigating the site all over again. Cookies act as a sort of "bookmark" within the site. Similarly, cookies can store ordering information needed to make shopping carts work instead of forcing the user to remember all the items the user put in the shopping cart.

Persistent or tracking cookies are also employed to store user preferences. Many websites allow the user to customize how information is presented through site layouts or themes. These changes make the site easier to navigate and/or lets user leave a part of the user's "personality" at the site. For Information on session and persistent and tracking cookies, see here

## CONSENT

Our website uses profiling cookies. For using them, we need the user consent. We use HubSpot cookies and their privacy policy can be seen at: <https://legal.hubspot.com/cookie-policy>.

We don't need to ask the consent for the use of technical and analytics cookies when they use anonymous data, on the legal ground of the legitimate interest of the data controller because we need to improve the technical capacity of our website.

## LIST OF COOKIES

Name	Purpose	Duration
HPSESSID	This cookie is native to PHP applications. The cookie is used to store and identify a users' unique session ID for the purpose of managing user session on the website. The cookie is a	Session

	session cookies and is deleted when all the browser windows are closed.	
__utma	This cookie is set by Google Analytics and is used to distinguish users and sessions. The cookie is created when the JavaScript library executes and there are no existing __utma cookies. The cookie is updated every time data is sent to Google Analytics.	2 years
__utmc	The cookie is set by Google Analytics and is deleted when the user closes the browser. The cookie is not used by ga.js. The cookie is used to enable interoperability with urchin.js which is an older version of Google analytics and used in conjunction with the __utmb cookie to determine new sessions/visits.	Session
__utmz	This cookie is set by Google analytics and is used to store the traffic source or campaign through which the visitor reached your site.	6 months
__utmt	The cookie is set by Google Analytics and is used to throttle request rate.	10 minutes
__utmb	The cookie is set by Google Analytics. The cookie is used to determine new sessions/visits. The cookie is created when the JavaScript library executes and there are no existing __utma cookies. The cookie is updated every time data is sent to Google Analytics.	30 minutes

## THIRD PARTY COOKIES

We use Google and Hubspot third party cookies. They have headquarters in USA and participate to the Privacy shield initiative (<https://www.privacyshield.gov/>). This is a mechanism approved by the European commission for the transfer of personal data outside the EEA.

We use analytics cookies from Google. Their privacy policy is at: <http://www.google.com/policies/privacy/>

### Social plugins cookies

We have “social plugins for Facebook, Twitter, LinkedIn and others. They use cookies for managing the sharing of information on their social networks. Their privacy policies are at:

- Facebook privacy policy: <https://www.facebook.com/help/cookies/>; you can configure Facebook from you account, “Privacy” section;
- Twitter privacy policy: <https://support.twitter.com/articles/20170514>; you can configure Twitter following the instruction on: <https://twitter.com/settings/security>
- LinkedIn privacy policy: <https://www.linkedin.com/legal/cookie-policy>; you can configure LinkedIn following the instruction on: <https://www.linkedin.com/settings/>;
- Paypal: <https://www.paypal.com/it/webapps/mpp/ua/privacy-full>.

### Hubspot cookies

We use HubSpot for profiling purposes.

Name	Purpose	Duration
hubspotutk	This cookie name is associated with websites built on the HubSpot platform and its purpose is user authentication. The main purpose of this cookie is: Functionality.	13 mesi

_hs_opt_out	This cookie enables the function of HubSpot Enterprise Analytics.	13 mesi
_hssc	This cookie is associated with websites built on the HubSpot platform. It is being used for website analytics. The main purpose of this cookie is: Performance.	Immediata
_hssrc	This cookie is associated with websites built on the HubSpot platform. It is being used for website analytics. The main purpose of this cookie is: Performance.	Sessione
_hstc	This cookie is associated with websites built on the HubSpot platform. It is being used for website analytics. The main purpose of this cookie is: Performance.	13 mesi

Cookie policy: <https://legal.hubspot.com/cookie-policy>.

### Youtube cookies

Youtube (Google) uses cookies when you see a YouTube video on our website.

Name	Purpose	Duration
YSC	This cookie is set by YouTube to track views of embedded videos. The main purpose of this cookie is: Performance.	Session
VISITOR_INFO1_LIVE	This cookie is set by Youtube to keep track of user preferences for Youtube videos embedded in sites; it can also determine whether the website visitor is using the new or old version of the Youtube interface.	240 days
GEUP	It allows YouTube the tracking of videos.	2 years
PREF	It allows YouTube the tracking of videos.	10 years
GPS	It allows YouTube the tracking of GPS position.	30 minutes

Cookie policy: <https://support.google.com/youtube/answer/2407785?hl=it>

### Vimeo

Vimeo cookies are used for identification and giving information on videos: vuid, player, clips, ab\_bs, sticky\_brozar. Vimeo can also use AdSense cookies by Google. Their duration varies from the session to two days to few days.

We cannot control these cookies that may be used for profiling by Vimeo.

Informativa: [http://vimeo.com/cookie\\_policy](http://vimeo.com/cookie_policy)

## COME DISABILITARE I COOKIE DAL TUO BROWSER

### Denial of consent

It is possible to allow or block cookies on your PC, however, this website works best when all types of cookies are allowed. The cookie settings can be controlled and modified from your browser's "Preferences".

Select the browser you use below for information on how to modify cookie settings.

- Chrome: <https://support.google.com/chrome/answer/95647?hl=it&topic=14666&ctx=topic>;
- Firefox: <http://support.mozilla.org/it/kb/Attivare%20e%20disattivare%20i%20cookie>;
- Internet Explorer: <https://support.microsoft.com/it-it/help/278835/how-to-delete-cookie-files-in-internet-explorer>;
- Opera: <http://www.opera.com/help/tutorials/security/privacy/>;

- Safari: <http://www.apple.com/support/?path=Safari/5.0/en/11471.html>.

Visit the site <http://AboutCookies.org> for further information on cookies and on how they affect your navigation experience. It is important to remember that disabling cookies can stop you using some, if not all, of the functions or sections of a website.

When you disable cookies, if they already are on your computer, they are not deleted. You should do it following the instruction of your browser.

## **DATA SUBJECT RIGHTS**

Data subjects have specific rights. Among them:

- 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, their rectification and erasure, the restriction of their processing; requests of erasure and restriction will imply the ending of the service;
- the right to send a complaint to the data controller or the Data protection authority (in Italy it is the Garante per la protezione dei dati personali).

Requests and complaints must be sent to the email addresses above.

*Version 14th of February 2020*