Enrica D’Elia - Product Designer

Credits and Data Confidentiality

How I acknowledge the work of others, how I protect my clients’ information and how I handle personal data in my design projects.

Credits and ownership of the work

Every project is the result of several skills coming together. In my portfolio I indicate, wherever possible, the client, the role I played and the people who collaborated (art directors, photographers, copywriters, developers, illustrators and other professionals).
Unless otherwise agreed in writing, rights in the work are divided as follows:

- Content, trademarks and materials supplied by the client remain the property of the client or of their respective owners.
- Photographs, illustrations, fonts and other third-party contributions belong to their authors and are used under the applicable licences.
- The rights to use the deliverables I create are defined for each project in the accepted contract or quotation; until final payment and express assignment, they remain with me.
- In any case, I reserve the right to be acknowledged as the author of my work.

Use of work in my portfolio

The projects published on this website are shown for professional documentation purposes. If you notice a missing or incorrect credit, please write to me and I will correct it as soon as possible. Images and materials on this website may not be copied, modified or reused without my written permission and, where necessary, that of the client and of any other rights holders.

Confidentiality of projects

I treat as confidential all non-public information I come to know in the course of an assignment: strategies, products under development, internal documents, drafts and preparatory materials.

- I do not disclose such information to third parties, except to the extent necessary to collaborators and suppliers bound by an equivalent duty of confidentiality.
- If requested, I sign non-disclosure agreements (NDAs) before work begins.
- Confidential projects are shown in my portfolio only after the client’s consent, or in an anonymised or partial form.
- Work in progress is not published or shared on social media before the client has authorised it.

Processing of personal data

In the course of my work I collect and use only the personal data strictly necessary (for example name, contact details and billing information), in accordance with Regulation (EU) 2016/679 (GDPR) and applicable Italian data protection law.
• Data is used only to manage the assignment, for related communications and for administrative and tax obligations.
• I do not sell or transfer data to third parties for commercial purposes. It may be shared only with parties who support my business (for example my accountant or file management tools), and only to the extent strictly necessary.
• Data is retained for the time required by the assignment and by legal obligations, and is then deleted or anonymised.
• Client files and materials are kept with appropriate security measures, including protected access and private archives.
• Personal data of third parties contained in the materials I receive (for example models or end customers) remains the responsibility of the client, who guarantees the lawfulness of its processing.

Your rights

You may at any time request access to your personal data, as well as its rectification, erasure, restriction of processing or objection to processing, and data portability. You also have the right to lodge a complaint with the Italian Data Protection Authority (Garante per la protezione dei dati personali, garanteprivacy.it).

Contact

For any request concerning credits, use of materials or personal data, you can write to me using the contact details provided on this website. I will reply as soon as possible.

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