

ENGLISH
INFORMATION PURSUANT TO ART. 13 GDPR - REGULATION 2016/679

Subject: Information pursuant to art. 13 of the European Regulation 2016/679 for the processing of personal data Holiday Home

Dear Guest,

The Legal Entity "**ISTITUTO MARIA AUSILIATRICE**" delle Salesiane di Don Bosco with registered office in Roma, Via Marghera, 59, Postal Code 00185, Tax Code 02501270587 and VAT Number 01066481001 (hereafter, "**Holder**"), in its capacity as Data Controller, informs you, pursuant to art. 13 of the EU Regulation n. 2016/679 (hereafter, "**GDPR**"), that your data will be processed in the following ways and for the following purposes.

1. Object of the Processing

The Holder processes personal, identifying data (e.g. name, surname, company name, address, telephone, e-mail, bank and payment details) - hereafter, "**personal data**" or "**data**", communicated by you to this institution due to the legal relationship established.

2. Purpose of the Processing

Pursuant to the provisions of the applicable regulations in force on the subject of data protection (EU n. 679 Regulation of 2016), we wish to inform you that the processing of your personal data is carried out correctly and transparently, for lawful purposes and for protecting your privacy and your legal rights.

The processing is also carried out with the aid of IT (Information Technology) for the following purposes:

a) to be able to use accommodation and ancillary services, also to provide you with the requested services; as these are necessary treatments for the definition of the contractual agreement and for its subsequent implementation, your consent is not required. Except in the case in which the so-called sensitive data is provided. In case you refuse to give your personal data we won't be able to confirm the reservation or provide the requested services. The processing will cease upon your departure, but some of your personal data may or must continue to be processed for the purposes and in the manner stated as follows;

b) to fulfill current obligations related to public security, administrative, accounting, and tax matters. For these purposes, data processing is carried out without the need to acquire your consent; the data is processed by us and our delegates and is disclosed externally only to comply with legal obligations. In case of refusal to provide the necessary data for the aforementioned obligations, we will not be able to provide the requested services. The data acquired for these purposes are retained by us for the time specified by the respective regulations (10 years, and even longer in the case of tax audits).;

c) to expedite the registration procedures in the event of your subsequent stays at our facility; for this purpose, with the acquisition of your revocable consent at any time, your data will be retained for a maximum period of 5 years and will be used when you are again our guest for the purposes mentioned in the preceding points.

d) to fulfill the function of receiving messages and calls addressed to you during your stay; for this purpose, your consent is required; you may revoke the consent at any time; however, the processing will cease upon your departure.

e) for marketing purposes, only with your specific consent, in order to send you emails, mail, and/or SMS and/or phone contacts, newsletters, etc.; in this case, your data will be retained for two years.

f) for the purpose of protecting individuals, property, and assets through a video surveillance system in certain areas of the facility, identifiable by specific signs; for this treatment, your consent is not required, as it pursues our legitimate interest in safeguarding people and property from possible attacks, thefts, robberies, damages, acts of vandalism, and for fire prevention and workplace safety. The recorded images are deleted after 24 hours, except on holidays or other days of closure, and in any case, not beyond one week. They are not disclosed to third parties unless there is a specific investigative request from the judicial or law enforcement authority.

3. Data communication

Personal data, other than particulate and judicial data, may be communicated to other public or private bodies exclusively in the cases provided for by laws and regulations (in particular: Insurance companies for accident policies, travel agencies, software houses).

4. Data controller

The data controller is the Legal Entity **"ISTITUTO MARIA AUSILIATRICE" delle salesiane di Don Bosco**, with registered office in Rome, Via Marghera, 59, C.A.P. 00185, who in turn can delegate - with a separate deed - the Director pro tempore **ANTONINA TERRAVECCHIA**, phone 06 4486961, e-mail: marghera@fmairo.net as Data Processor. The updated list of managers and those in charge of data processing is kept at the operational headquarters of the organisation.

5. Rights of the interested party

At any time you can exercise your rights towards the data controller, pursuant to articles 15 (right of access to data) - 16 (right of rectification) - 17 (right to be forgotten) - 18 (right to limit processing) - 19 (obligation to notify in case of rectification or deletion of personal data or limitation of processing) - 20 (right to data portability) - 21 (right to object) GDPR Regulation 2016/679, as well as the right to complain to the Guarantor Authority.

You may exercise the above rights at any time by sending a registered letter with return receipt. to the Legal Entity **"ISTITUTO MARIA AUSILIATRICE" delle Salesiane di Don Bosco**, with registered office in Rome, Via Marghera, 59, CAP. 00185.

CONSENT FORM

Acquisition of the interested party's consent

The undersigned

acquired the information provided by the data controller pursuant to article 13 of the European Regulation 2016/679:

- gives his consent to the processing of personal data for the purposes indicated in the aforementioned information referred to in point 2 letters a, b, f (mandatory)

YES NO

- gives his consent to the processing of personal data for the purposes indicated in the aforementioned information referred to in point 2 letter c (optional)

YES NO

- gives his consent to the processing of personal data for the purposes indicated in the aforementioned information referred to in point 2 letter d (optional)

YES NO

- gives his consent to the processing of personal data for the purposes indicated in the aforementioned information referred to in point 2 letter e (optional)

YES NO

Roma, _____(date)

Signature _____