

**INFORMATIVA EX ARTICOLO 13 DEL REGOLAMENTO UE 679/2016  
OSTELLO DEL CASTELLO DI SANTA SEVERA**

LAZIOcrea S.p.A – Data Controller of personal data relating to customers/guests of the Santa Severa Castle Hostel (hereinafter customers) - informs, pursuant to and by effect of the aforementioned article of EU Regulation 679/2016 (forward Regulation and/or GDPR), on the following.

- Customers' personal data collected by operators who provide services in the Hostel reception will be processed for the following purposes in compliance with the legislation on the protection of personal data (privacy) with particular reference to the obligations relating to correctness, lawfulness, transparency and confidentiality contemplated therein.

- Execution of contracts with customers. By way of example and not limited to, for the management of customer reservations (stays/overnight stays) in the Santa Severa Hostel.

- Execution of regulatory obligations (laws, regulations, national and European standards, etc.). By way of example and not exhaustively, for compliance with the Consolidated Law on Public Safety as well as the rules on health and safety in places open to the public.

- Pursuit of the legitimate interest of the Data Controller (LAZIOcrea). By way of example only: protection and protection of company assets with access controls, management of any legal disputes or disputes with customers, safeguarding the life and physical safety of customers including reports of accidents, fulfilling obligations deriving from services insurance.

- Methods of treatment

Personal data may be processed both with paper supports - therefore kept in special protected archives and accessible only to authorized personnel - and with automated tools - therefore protected IT equipment and accessible only to authorized personnel equipped with specific credentials for accessing data in line with the profile assigned - in full compliance with current legislation on the protection of personal data. Specific security measures are observed in order to prevent data loss, illicit or incorrect use and unauthorized access.

Customer data will mainly be processed by means of the electronic device (tablet) made available by the reception operators in order to carry out the related check-in operations. Then the data relating to the digital signature affixed by the customers on the tablet will be processed as well as the personal data and photos contained in the identity documents of the customers themselves which will be scanned by the reception operators using the tablet or other electronic devices in use.

Electronic devices used to process customer data comply with current applicable legislation on both privacy and public safety.

- The provision of personal data by customers for the aforementioned purposes is not mandatory but optional. However, this provision is necessary for the execution of the contractual relationship between LAZIOcrea and the clients of the Hostel. Therefore, any refusal or incorrect communication by customers of one of the information requested by LAZIOcrea will make it impossible to establish and/or manage the aforementioned contractual relationship as well as the impossibility of fulfilling specific legal obligations

- The data will be processed for the time strictly necessary to achieve the purposes described above and will be kept for the time established by current sector legislation. After this period the data will be deleted. The scan of the photos contained in the identity documents (as specified above) will be deleted 72 hours after collection.

- Personal data will be processed only by authorized personnel/in charge of processing - specifically authorized in writing - duly trained and instructed for the purpose of correctly carrying out the processing operations in compliance with the applicable regulatory provisions and under the direct responsibility of the Data Controller pursuant to art. 29 of the GDPR
- Customers' personal data collected by the hostel operators will be communicated electronically to the Public Security Authority in compliance with the provisions of the Public Security Act. (RD 773/31). Furthermore, they could be communicated - exclusively for the purposes indicated above - to the following subjects:
  - agencies or public bodies for the management of the contractual relationship and the related accounting as well as to fulfill legal obligations (e.g. health insurance, Revenue Agency)
  - banks, credit institutes, finance companies, insurance companies and their associated entities;
  - External professionals, consultants, companies that provide LAZIOcrea services and/or consultancy, with particular reference to IT maintenance and assistance services for the applications used for the management of the Santa Severa Hostel.
  - IT platform managers in cloud mode;
  - companies that provide access control services;

The aforementioned third parties who process personal data of customers on behalf of LAZIOcrea - when they do not represent independent Data Controllers pursuant to current legislation - have been appointed Data Processors pursuant to art. 28 GDPR. The list of appointed Data Processors is available upon simple request.

- Rights of the interested parties (clients of the Hostel)

Data subjects may exercise the rights provided for in articles 15,16,17, 18, 20, 21 of EU Regulation 679/2016 listed below. By way of example but not limited to: the right of access to data (that is to obtain confirmation of the existence or not of personal data concerning the interested party as well as all the information prescribed by article 15), the right of rectification, the right to cancellation/oblivion, the right to limit treatment and the right to object. For further information on the aforementioned rights, please refer to the regulatory text of the Regulation in question.

To exercise the rights listed above, data subjects must submit a specific request by contacting LAZIOcrea SpA - Data Controller - at the following addresses:

- PEC: [laziocrea@legalmail.it](mailto:laziocrea@legalmail.it)

- PEC: [dpo.laziocrea@legalmail.it](mailto:dpo.laziocrea@legalmail.it)

Interested parties who believe that the processing of personal data referred to them occurs in violation of the GDPR have the right to lodge a complaint with the Guarantor for the protection of personal data (pursuant to Article 77 of the Regulation itself) to the addresses specifically published on the institutional website of the Authority itself ([www.garanteprivacy.it](http://www.garanteprivacy.it)) with headquarters in 00187 Rome Piazza Venezia, 11 or to take the appropriate judicial offices (Article 79 of the Regulation).

### **Data controller**

LAZIOcrea S.p.A. - in the person of the President/legal representative pro-tempore - with headquarters in 00142 Rome, Via del Serafico n. 107.

- Email address: [laziocrea@legalmail.it](mailto:laziocrea@legalmail.it);

- Postal address: President's Office - Via del Serafico n. 107 00142 Rome (4th floor

- Switchboard Tel 06/515631; Fax 06-51563604.

- The contact details of the data protection manager of LAZIOcrea SpA - designated pursuant to art. 37 EU Regulation 679/2016 - are as follows. [dpo.laziocrea@legalmail.it](mailto:dpo.laziocrea@legalmail.it)