

**INFORMATION EX ARTICLE 13 OF EU REGULATION 679/2016
SANTA SEVERA CASTLE HOSTEL**

LAZIOcrea S.p.A - Data Controller of the personal data relating to customers/ guests of the Ostello del Castello di Santa Severa (hereinafter referred to as customers) - informs, pursuant to and for the purposes of the above mentioned article of EU Regulation 679/2016 (hereinafter Regulation and/ or GDPR), on the following.

- ☐ The personal data of customers collected by operators that provide service in the reception of the Hostel 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 fairness, lawfulness, transparency and confidentiality set out therein.
 - Execution of contracts with customers. By way of example and not exhaustive for the management of customer reservations (stays/ overnight stays) in the Santa Severa Hostel.
 - Enforcement of regulatory requirements (laws, regulations, national and European standards, etc.). By way of example and not exhaustive for the compliance with the P.S Single Text on Public Safety as well as the regulations on health and safety in the premises open to the public.
 - Pursuit of the legitimate interest of the Owner (LAZIOcrea). By way of example and not exhaustive: protection and protection of the company assets with access controls, management of any legal disputes or litigation with customers, To protect the life and physical integrity of customers, including claims for accidents, and to fulfil obligations arising from insurance benefits.

☐ **Methods of processing**

Personal data may be processed either with paper media - then stored in special archives protected and accessible only to authorized personnel - or with automated tools - then computer equipment protected and accessible only to staff Authorized with credentials for data access in line with the assigned profile - in full compliance with the current legislation on personal data protection. Specific security measures are observed in order to prevent the loss of the data, illegal or incorrect uses and unauthorized access.

In detail, the customer data will be processed mainly by means of the electronic device (tablet) made available by the reception staff to carry out the relevant check-in operations. Then the data relating to the digital signature placed by customers on the tablet will be processed as well as the personal data and photos contained in the identity documents of the same customers that will be scanned by the reception operators using the tablet or other devices Electronic in use.

The electronic devices used for processing customer data comply with applicable legislation in terms of both privacy and public security.

- ☐ The provision of personal data by customers for the purposes indicated above is not mandatory but optional. However, this conferment 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 any of the information required by LAZIOcrea will result in the impossibility to establish and/ or manage the aforementioned contractual relationship as well as the inability to comply with 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 set by the current legislation of the sector. After this period the data will be deleted.

The scanned photos on the ID documents (as specified above) will be deleted after 72 hours from collection.

•Personal data will be processed only by authorized personnel/ persons in charge of the treatment - specifically authorised by written document - duly trained and instructed for the proper performance of processing operations in compliance with regulatory provisions applicable and under the direct responsibility of the Data Controller pursuant to art. 29 of the GDPR.

•The personal data of customers collected by the operators of the Hostel will be communicated electronically to the Public Security Authority in compliance with the provisions of the Single Tax Act of P.S. (R.D. 773/31). In addition, 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 its accounting as well as to comply with legal obligations (eg health insurance, Revenue Agency)
- banks, credit institutions, financial companies, insurance companies and their affiliated entities;
- External professionals, consultants, companies that provide LAZIOcrea services and/ or consultancy, with particular reference to the maintenance and computer support services of the applications used for the management of the Santa Severa Hostel.
- Cloud-based IT platform operators;
- Companies providing access control services;

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

☐ Rights of the data subjects (Hostel customers)

The 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 and not exhaustive: the right to access data (or obtain confirmation of the existence or not of personal data concerning the person concerned as well as all information required by art. 15), the right to rectification, the right to deletion/obliteration, the right to restriction of processing and the right to object. For further details on these rights, please refer to the legal text of the Regulation in question.

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

- PEC: laziocrea@legalmail.it
- PEC: dpo.laziocrea@legalmail.it

In addition, data subjects who consider that the processing of personal data to them refers is in violation of GDPR have the right to lodge a complaint with the Guarantor for the protection of personal data (pursuant to art. 77 of the same Regulation) to the addresses specifically published on the institutional site of the Authority (www.garanteprivacy.it) with its registered office at 00187 Roma Piazza Venezia,11 or to apply to the appropriate courts (art. 79 Regulation)

☐ Data Controller.

LAZIOcrea S.p.A. - in the person of the President/ legal representatives pro tempore - with headquarters at 00118 Roma, Via Anagnina 203

- E-mail address: laziocrea@legalmail.it;
- Postal address: Ufficio Presidenza - Via Anagnina 203 00118 Roma
- Telephone exchange Tel 06/515631; Fax 06-51563604.
- The contact details of the Data Protection Officer of LAZIOcrea SpA - designated pursuant to art. 37 EU Regulation 679/2016 - are the following. dpo.laziocrea@legalmail.it