

INFORMATION NOTICE ON PROCESSING DATA ACCORDING TO THE ARTICLES 13 AND 14 OF REGULATION (EU) 2016/679 (“GDPR”)

For the purposes set out in EU Regulation 2016/679 on the protection of individuals with regard to the processing of personal data, we inform you that the processing of personal data you have provided and acquired by **Il giardino di Beleno B&B di Silvia Tullio Altan, via Beligna 38 Aquileia** will be processed in compliance with the regulations set forth in the foregoing Regulation and the resulting rights and obligations.

1. Why do we collect your data? (purpose of processing) and what data do we collect?

Il giardino di Beleno collects the following personal data to manage relationships with customers (B&B activities) as well as supplier data for the relative legal obligations:

- a) management of contract relationships with customers and legal obligations: name, surname, place and date of birth, address, mail, fiscal code, identification document.**
- b) contact details such as phone number, e-mail address or other**
- c) any food allergies or intolerances, other personal needs that may affect the quality of the stay**

The provision of the data referred to in point a) is mandatory in order to fulfill the legal obligations that require to communicate to the Police Headquarters the data of the lodged within 48 hours of arrival, to communicate the origin of the guests to ISTAT and to the Municipality Aquileia which collects the tourist tax, in case of refusal, **Il giardino di Beleno** will not be able to proceed with the contractual services requested. The provision of the data referred to in point b) is optional but the refusal to grant it implies the impossibility to provide the hospitality service. The provision of the data referred to in point c) is optional, but may affect the quality of the service provided, **Il giardino di Beleno** assumes no liability arising from a service rendered inadequate due to the refusal to provide such data.

Special categories of data: we will not ask you to provide and we will not treat your sensitive personal data (for example, about race, ethnicity, political opinions, religious or philosophical beliefs, etc.) except when the processing of information is required or permitted by applicable law or we have obtained your free and explicit consent, expressed in writing.

Particular categories of data: we will not ask you to provide and will not process your sensitive personal data (for example, on health, race, ethnicity, political opinions, etc.) except when the processing of information is requested or permitted by applicable law or we have obtained your free and explicit consent, expressed in writing.

2. Conditions applicable to the consent of minors.

The processing of personal data of minors is lawful where the minor is at least 18 years old. If the child is under the age of 18, such treatment is lawful only if and to the extent that such consent is given or authorized by the holder of parental responsibility.

If we have reason to believe that one of our users is underage and that we have obtained your personal data without proper consent, we will delete such data within a short time.

3. On what legal basis do we process your data?

The processing of your personal data is based on one or more of the following legal bases:

Contractual services: your stay request will make it necessary to process the personal data provided; - Legal obligations: when strictly necessary, we will process your personal data to fulfill a legal obligation; - Legitimate interests: to the extent that our use does not affect your rights, we will collect and process your personal data where we have a legitimate interest for the purposes of judicial protection and protection of our services.

4. What are the methods of processing your personal data?

The treatment is carried out through operations, carried out with or without the aid of electronic tools and consists in the collection (also through video surveillance system), registration, organization, storage, consultation, processing, modification, selection, extraction, comparison, use, interconnection, block, communication, cancellation and destruction of data .

Il giardino di Beleno does not adopt any automated decision making process, including profiling.

5. How much time do we keep the data (data retention)?

The retention of personal data will take place in paper and / or electronic / informatics form and for the time strictly necessary to satisfy the aforementioned purposes, in compliance with current regulations

Invoices, accounting documents and transaction data are kept for 10 years (also for tax purposes).

In the case of the exercise of the right to be forgotten through the request for explicit cancellation of personal data processed by the owner, we remind you that such data will be kept, in a protected form and with restricted access, only for purposes of ascertainment and repression of crimes. no more than 12 months from the date of the request and will subsequently be securely deleted or anonymised irreversibly.

Finally, we remind you that for the same purposes, the data relating to electronic traffic, excluding the contents of communications, will be kept for a period of no more than 6 years from the date of communication, pursuant to

art. 24 of the Law n. 167/2017, which implemented the EU Directive on anti-terrorism.

6. What happens if I do not provide the requested personal data (refusal to provide data)?

The provision of personal data is necessary for the purposes of carrying out the activities referred to in point 3) and the refusal by the party concerned to provide personal data implies the impossibility to perform the activities themselves.

The conferment is optional for the promotional purposes and the refusal to give consent in relation to these last purposes does not have negative consequences on the execution of the order.

7. With whom do we share your personal data (data communication)?

Personal data may only be disclosed by authorized parties of **Il giardino di Beleno** specifically appointed and provided with instructions for the correct processing of personal data, also orally.

The Data Controller of personal data entrusts some processing of data to persons external to the structure, who, in the context of their professional activity, are Data Processors and have declared that they comply with the legislation on the protection of personal data. External delegated treatments concern the fulfillment of accounting, tax and tax obligations, maintenance of hardware and software. Personal data will in no case be disseminated; **Il giardino di Beleno** does not rent, sell or transmit your personal data. Personal data may be transferred to countries of the European Union or to third countries with respect to those of the European Union, within the scope of the purposes set out in point 3). The interested party will be informed whether or not an adequacy decision of the EU Commission exists.

8. How do we protect your data?

All personal data will be processed in full compliance with the EU Regulation 2016/679 and the additional regulatory provisions on the protection of personal data and security measures in ways that ensure confidentiality and security and with logic strictly related to the purposes of above. We nevertheless stick to industry standard practices, such as firewalls, antiviruses updated annually, back up on external devices, password access to safeguard your personal data from unauthorized access, alteration, disclosure, misuse or destruction

9. How do we update, correct, limit or delete your data?

The interested party can access the personal data provided, request at any time to limit our use of your data or to delete the data provided and other communications by writing to silvia.tullio.altan@gmail.com.

A copy of the personal data provided or a transfer of the same to another person may be requested. These requests will be processed as quickly as possible. The data will be stored, if necessary, only the information necessary to prevent fraud and / or comply with legal obligations, if any.

10. What are, in short, the RIGHTS of the interested party:

a) request confirmation of the existence or otherwise of personal data; b) obtain information about the purposes of the processing, the recipients or categories of recipients to whom the personal data have been or will be communicated and, where possible, the retention period; c) oppose the processing at any time and also in the case of treatment for direct marketing purposes; d) to oppose an automated decision-making process concerning individuals, including profiling, e) requesting the data controller to access personal data and to correct or cancel them or limit their processing or to object to their treatment, in addition to the right to data portability; f) revoke the consent at any time without prejudice to the lawfulness of the treatment based on the consent given prior to the revocation; g) to propose a complaint to Italian Autorità Garante per la protezione dei dati personali – www.garanteprivacy.it.

These rights may be exercised by sending a written communication via e-mail to the following address silvia.tullio.altan@gmail.com. The above rights may be exercised personally or by proxy or written power of attorney.

11. Who is the Data Controller?

The Data Controller of data processing is Silvia Tullio Altan, via Beligna 38, Aquileia 33051 UD

Information document n. 001 REV DEL 24 maggio 2018

For approval of the above information

Aquileia: _____
