

THE PROTECTION OF PERSONAL DATA POLICY EU 2016/679 GDPR “General Data Protection Regulation”

Dear Guest,

In accordance with articles 13 and 14 of the EU GDPR 2016/679, General Data Protection Regulation, (hereafter: GDPR), the Azienda Agricola Pieve a Salti di Prandi Elena (hereafter: “Azienda Agricola Pieve a Salti” or “the Owner”), in the capacity of “data controller” with this document shall inform you about purposes and modalities of the processing of your personal data. In accordance with the aforementioned document, this processing will be based on the principles of lawfulness, equality, transparency, purpose limitation, data minimization, accuracy, limitation of retention, integrity, and confidentiality. The processing of personal data refers to any operation or set of operations performed with or without the aid of automated processes and applied to personal data or set of personal data, such as the gathering, registration, organization, structuring, storage, adjustment or modification, extraction, consultation, use, notification by transmission, diffusion or any other form of provision, comparison or interconnection, limitation, deletion, or destruction.

1. Purposes, Legal Basis, and Data Retention Period

The requested personal data, yours or your family members’, as necessary, will be processed by the Azienda Agricola Pieve a Salti for the following purposes:

- 1. To acquire and confirm your booking for accommodation and additional services and to fulfil the requested services:** given that the processing is necessary for precontractual negotiations and the fulfilment of a contract of which you are a part and for any further implementations, your consent will not be required (art. 6, par. 1, letter b of the GDPR). The provision of the data is necessary. Should it be refused, we cannot confirm your booking 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 purpose of and with the modalities indicated in the following points.
- 2. To fulfil the obligation under the “Public Safety Laws”** (article 109 R.D. 18.6.1931 n. 773) which requires disclosing to the police headquarters the identity of the guests staying at the structure for the purpose of public safety according to the modalities established by the Minister of Internal Affairs (Decree 7 January 2013): given that the processing is necessary in order to fulfil legal obligations to which the Owner is subject, your permission is not required (art. 6, par. 1, letter C of the GDPR). The provision of the data is necessary. Should it be refused, we will not be able to host you at our facilities. The acquired data for this purpose will not be stored by us, unless consent is given for retention as per point n. 5.
- 3. To fulfil administrative, accounting, fiscal obligations in force:** given that the processing is necessary to fulfil legal obligations to which the Owner is subject, your consent is not required (art. 6, par. 1, letter c of the GDPR). The provision of the data is necessary. Should it be refused, we will not be able to host you at our facilities. The data acquired for this purpose will be stored by us for the time period required by the respective norms (10 years from the date of the last registration art. 2220 C.C. and even beyond in the case of tax assessments).
- 4. To fulfil the administrative obligations in force for the tourist tax:** given that the processing is necessary to fulfil a legal obligation to which the Owner is subject, your consent is not required (art. 6, par. 1, letter c of the GDPR). The provision of identification data is necessary, should it be refused, we will not be able to host you at our facilities. However, the provision of data related to your state of health for possible exemption is optional and requires your **consent**. Should it be refused, we will not be able to waive the tourist tax. The acquired data for this purpose will be stored by us for the time period required by the respective municipal law (5 years).

5. **To expedite the registration process in the case of subsequent stays at our facilities:** the provision is optional and requires your **consent**. Should it be refused, we will not be able to expedite the registration process for subsequent stays. Your personal data will be stored as long as the Owner is in business or until you decide to revoke your consent and/or to cease the data processing.

6. **To activate the service of receiving messages and telephone calls addressed to you during your stay:** this service is optional and requires your **consent**. Should it be refused, we will not be able to forward messages or telephone calls to you. The data processing will cease upon your departure.

7. **For the personalization of services in view of your personal needs** (e.g. food intolerance or allergies, religious faith): this service is optional and requires your **consent**, should it be refused, we will not be able to personalized the services we offer in view of your personal needs. The data processing will cease upon your departure.

8. **To be sent promotional messages and updates on rates and special offers by e-mail, text message or regular mail:** this service is optional and requires your **consent**. Should it be refused, we will not be able to send you promotional messages and updates on our rates. Your personal data will be stored as long as the Owner is in business, or until your decision to withdraw consent and/or to cease the data processing.

9. **To be given personalized and traceable credentials to access Internet:** since this is necessary data processing to fulfil the contract of which you are a party and for your subsequent implementation, your consent is not required (art. 6, par. 1, letter b of the GDPR). The provision of data is optional, should you refuse to provide your personal data, we will not be able to offer you Internet access. Data processing will cease upon your departure.

Your personal data, and if necessary, your family members' data, will be acquired directly from you or from the intermediary Travel Agency or Tour Operator for your stay. The processing regards the following categories of personal data:

- identification: general information and contact details, ID number and/or tax identification number, debit or credit card details given for deposit and/or for payment, list of services and products requested and purchased, date of arrival and departure, details of identification documents, number of nights of accommodation, kinship, ...;
- data classified as "special" by the GDPR for the exemption of the tourist tax (state of health) or to personalize services (state of health, religious faith, ...);

for the exclusive purpose of achieving the aforementioned objectives by the Azienda Agricola Pieve a Salti.

2. Potential Recipients or Potential Categories of Recipients of Personal Data

The data processing will be carried out by the Azienda Agricola Pieve a Salti through the use of suitable technical and organizational measures in order to guarantee the integrity, confidentiality and accessibility of your data. The personnel in charge of this area will use hard copies and electronic, computer and telematic means. The management of the Azienda Agricola Pieve a Salti and its staff, in compliance with the principle of necessity and as persons in charge of the processing, may have knowledge of your personal identification, and, only when strictly necessary, also "special" data. These personnel have been furnished with specific instructions, and they have been given the obligation to keep your data confidential.

Your personal identification data and, where strictly necessary, even "special" data may be transmitted, according to law, to:

- banking institutions for the management of payments;
- financial administrators and other enterprises or public entities in compliance with legal obligations (Tax Agency, Police Headquarters, City Hall, ...);
- companies, tax and legal offices for accounting purposes and for the protection of contractual rights, to the extent necessary to carry out their tasks and subject to suitable safeguarding which binds them to the duties of confidentiality and security;
- suppliers, professionals and/or entities of the Azienda Agricola Pieve a Salti to the extent necessary in order to carry out their task and subject to suitable safeguarding that binds them to the duty of confidentiality and security (ex. insurance companies, computer maintenance and management systems, management and organizational consultancy, ...).

In any case, your personal data will not be subject to disclosure.

3. Transfer of your personal data to a third country or to an international organization

Your personal data will be processed at the registered office of the Azienda Agricola Pieve a Salti or may be transferred to a country which does not belong to the European Economic Area (EEA).

4. Decision of adequacy or suitable safeguarding

The processing of your data outside the EEA will be based on a decision of adequacy or standard contractual clauses approved by the European Commission. Further information is available by writing to the address cited at the end of this document (Identity and contact details of the Controller).

5. Automated decision-making process and proliferation

Your personal data will not be subject to automated decision-making.

7. Withdrawal of consent

Pursuant to Article 7, comma 3 of the GDPR, we inform you that you are at liberty to withdraw your consent at any time without affecting the lawfulness of the processing based on the consent given before withdrawal, by sending, without any formality, a clear notification regarding the matter to the address cited at the end of this document (Identity and contact details of the Controller). Upon receipt of this request, it will be the Owner's responsibility to promptly proceed with the removal and cancellation of the data from the archives and database used for processing and to inform the same to third parties to whom the data was transmitted as necessary. We inform you that a procedure is in place at the Azienda Agricola Pieve a Salti to manage the concerns of the data subjects and that an extract of Article 7 of the GDPR is available upon request at the Azienda Agricola Pieve a Salti reception desk.

8. The right to file a complaint

Pursuant to Article 77 of the GDPR, we inform you, as the Data Subject, that should you believe the processing of your data violates the GDPR, you have the right to file a complaint with the Data Protection Supervisor, following the procedures and directions published on the official website of the Supervisor (www.garanteprivacy.it). An extract of Article 77 of the GDPR is available, upon request, at the Azienda Agricola Pieve a Salti reception desk.

9. Identity and contact details of the Controller

The data controller pursuant to articles 4, n.7, and 24 of the GDPR is the Azienda Agricola Pieve a Salti di Prandi Elena with registered office at Località Pieve a Salti, 105/A – 53024 Montalcino (Si) whose contact details are:

- Telephone: +39 0577 807244
- Fax: +39 0577 809507
- E-mail address: info@pieveasalti.it

Update

Amendment to GDPR EU 2016/679

NB: this is the consent form which you will sign at our facilities

DECLARATION FOR THE PROCESSING OF PERSONAL DATA (GDPR EU 2016/679)

I, the undersigned, [full name]
born in [place] on the [date]

DECLARE

-that I have received the Protection of Personal Data Policy for the processing of my personal data for the purpose of the management of my stay at the Azienda Agricola Pieve a Salti di Prandi Elena;
-that I have been informed in writing and that I am aware of that fact that the procedures of the personal data processing for the purposes of the management of the pre-contract negotiations and the fulfilment of the contract

of which I am part and to fulfil a legal obligation does not require my explicit consent pursuant to article 6, paragraph 1, letters b) and c) of the EU GDPR 2016/679;

-that I have been informed in writing about the purposes and modalities for the processing of my personal data for the exemption from the tourist tax;

-that I have been informed in writing about the purposes and modalities for the processing of my personal data to expedite the registration process in the case of subsequent stays at your facilities;

-that I have been informed in writing about the purpose and modalities for the processing of my personal data in order to receive messages and phone calls directed to me during my stay;

-that I have been informed in writing about the purposes and modalities for the processing of my personal data in order to personalize services in view of my personal needs;

-that I have been informed in writing about the purposes and modalities for the processing of my personal data in order to be sent promotional messages and updates on the rates and special offers by e-mail, text messages, and post;

AND THEREFORE:

I give my consent I do not give my consent
to the processing of personal data related to my state of health for possible exemption from the tourist tax.

I give my consent I do not give my consent
to the processing of my personal data in order to expedite the registration process in the case of subsequent stays at your facilities.

I give my consent I do not give my consent
to the processing of my personal data in order to receive messages and telephone calls directed to me during my stay.

I give my consent I do not give my consent
to the treatment of "special" personal data in order to possibly personalize services in view of my special needs.

I give my consent I do not give my consent
to the treatment of my personal data in order to be sent promotional messages and updates on the rates and on special offers by e-mail, text message, or post.

Date

Signature of Declarant