

Il presente Modulo è un modello che possono utilizzare le strutture che, per legge, sono obbligate a raccogliere i dati dei clienti: in pratica, tutte le strutture che offrono ospitalità. La compilazione di tale modello **NON** è però sufficiente per adeguarsi alla normativa nel caso in cui:

- sia un vostro/a dipendente a fare la raccolta dati
- i dati vengano archiviati ed utilizzati per qualsiasi attività di marketing, pubblicità, invito
- avete telecamere posizionate negli spazi dell'agriturismo

Pertanto, se vi trovate in una o più di queste situazioni:

- avete dipendenti che entrano o possono entrare in contatto con i dati dei vostri ospiti
- usate i dati raccolti per inviare mail, newsletter, sms di auguri o qualsivoglia attività

vi consigliamo di rivolgervi allo studio Kompas per gli adeguamenti necessari.

Il presente modulo **non** regola inoltre il trattamento di dati che raccogliete attraverso il vostro sito web.

**INFORMATION CONCERNING THE PROCESSING OF GUESTS' PERSONAL DATA
(art. 13 del Decreto Lgs. 196/2003 e artt. 13 e 14 del Regolamento UE 2016/679)**

Dear Sir/Madame

We aim to give you the mandatory information on the modalities and the intention in your personal data processing, handling and protection of privacy.

OWNER AND CONTROLLER OF THE PERSONAL DATA HANDLING

The owner and controller of the personal data handling is (*name of the company*) whose address is (*address*)

Tax code and VAT number

Guests may exercise their reserved rights by writing an e-mail to the following e-mail address (*e-mail address*) or writing a letter to the following address (*address*)

The Owner did not elect a *data protection officer* (DPO).

The Owner collaborates with internal officers for the handling of personal data and other aims that we are to specify in the following paragraph. The full list with the names of the internal officers, the owners and the addressee of the personal data is exposed at the above-mentioned address of the Company.

PURPOSES OF THE DATA COLLECTION AND LEGAL BASIS

We inform you that your personal data will be used for the following purposes:

- a) **Performance of the present contract;**
- b) **Service provision at the** (*Farmhouse's name*)
- c) **Fulfilment of the current legal obligations regarding personal data processing and privacy:** accounting records, bank transactions, commercial relations, mandatory communication to the competent authority of your general data in case of lawful acts. Your data also will be used to generate invoices, preventives, contracts, mandates and reminders.

The data processing for the a), b) e c) points is necessary for the performance of the present contract and the legal fulfilment of the obligations included in the art. 6 del Regolamento UE n. 2016/679. Personal data will be also used in case of satisfying guests' requests or to facilitate communication when useful or necessary.

COMMUNICATION OF THE DATA

All considered, your personal and sensitive data may be communicated in case of inspection by the competent authority and checks on the legal fulfilment of the obligations. Moreover, it is intended to be necessary the communication of the data when:

- Other agencies shall meet the contract and pre-contract terms;
- Counselling and commercial companies shall handle the data for contribution and accounting operations;
- Public competent authority shall handle the data for legal obligations, if requested;
- Public administration when shall achieve institutional functions, but limited by legal regulation.

Our internal officer will know and handle your personal data only for the above-mentioned reason. Our internal officers are due to protect your privacy.

The name of the owner and the responsibilities of the different officers are listed in a dedicated document. The document could be requested to the owner in all occasions. Those who are not listed are not authorised to know the data, so the guest shall give specific permission.

TRANSFER OF THE PERSONAL DATA TO A THIRD COUNTRY

The owner of the data handling is NOT authorised to transfer your personal data to a third country.

RETENTION PERIOD OF THE PERSONAL DATA

Both the manual and digital data processing will occur under the maximum protection of privacy and will be achieved by the authorized officers. As in the art. 5 comma 1 lett. e) del Reg. UE 2016/679, the owner will retent the collected personal data for a specific duration, i.e the actual authorized duration for accounting operations: 10 years. If the guest continue the relation with the owner, the owner will retent the personal data until the guest requires their cancellation.

RIGHTS OF THE GUESTS

Guests benefits from the rights stated in the section 2, 3 e 4 del capo III del Regolamento (UE) 2016/679 (e.g. require the access to the data, the correction or the cancellation, the restriction of the use, the opposition). In particular, guests have the right to:

- e) **check the effective use** of the personal data in some operations and, in case, require the **access** to information as stated in the art. 15 del regolamento UE n. 679 del 2016;
- f) require the **correction** or the upgrade of the personal data;

- g) require the **cancellation** of the personal data when no more necessary for the aims or the conditions stated in the art. 17 regolamento UE n. 679/2016, with the exclusion of the conditions stated in the art. 17, paragrafo 3, regolamento UE n. 679/2016;
- h) require the **limitation** of the use of the data when: a) guests claim for the correction of the data and the owner shall verify the accuracy of the data; b) the handling result incorrect, but the guests claim only for the limitation, or require the handling in lawful acts for the defense of their rights;
- i) require a structured file that guests can read and use with a common system device; in this case, guests could request to transmit the data to another data owner (**data portability**);
- j) **refuse** the processing of the personal data if the conditions of the Art. 21 regolamento UE n. 679/2016, paragraph 2 are satisfied;
- k) **withdraw the consent** all times. This act does not affect the effective right use of the data before the withdraw because guests has been properly informed. The consent and the withdraw are disposed easily;
- l) **claim for a control** to the competent authority or to the owner of the personal data handling.

TRANSMISSION OF THE PERSONAL DATA

The transmission of the data is mandatory for the meet the contract terms, to satisfy guests' requests, to fulfil legal obligations or to respect the owner's right to handle the data. In fact, the transmission of the data is necessary to complete the above-mentioned processes.

PROCEDURES OD THE PROCESSING AND AUTOMATED DECISION PROCESS

The handling of the personal data does not occur with automated decision processes or profiling techniques, but with a high-level protection of your privacy. All protective measures indicated the legislation on the protection of personal data and by the Owner are implemented.

Your personal data are archived in the hardware system memory of the Owner or the internal officers.

ACKNOWLEDGEMENT AND ACCEPTANCE

(Place)

, (Calendar)

Surname, Name