



VILLA LA STELLA

Provincia d'Italia dei Missionari O.M.I.

Via Jacopone da Todi, 12 – 50133 Firenze

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Sede legale: Via Tuscolana, 1721 – 00133 Roma

Information on the Processing of Personal Data

Pursuant to arts. 13-14 of the EU Regulation 679/16 and to the legislative decree 196/03 and similar (Privacy code) on privacy protection, “**Provincia d'Italia dei Missionari O.M.I.**”, who is the data Controller and who has the address in “Via Tuscolana, 1721 – 00133 Roma”, informs guests that personal data are required as a guarantee in the context of hospitality and service with the “Casa per Ferie **VILLA LA STELLA** in Via Jacopone da Todi, 12 – 50133 Florence”. All data are collected according to the following purposes and methods:

1. Controller of the data processing

Provincia d'Italia dei Missionari O.M.I.

VILLA LA STELLA

Legal address: Via Tuscolana, 1721 – 00133 Roma

Operative address: Via Jacopone da Todi, 12 – 50133 Firenze

Vat 06887530639 – Code 80016850630

2. Object of the data processing

These are the main objects of Hospitality Law:

- Main personal data, such as name, surname, identity card, e-mail, telephone ect. which are communicated while making a reservation or a registration at the hotel or particular data regarding food intolerance or allergies which are spontaneously communicated by guests.
- Possible documentation which is collected for the exemption from tourism tax; among these, data regarding the general health state is included. All this personal information is preserved according to the expected time for legal requirements.
- Images which are shot by the video surveillance camera, so as to guarantee the safety and protection of the hotel's economic heritage. The aim of this object is the protection from acts of vandalism.

3. Legal basis and Purpose of the Data Processing

These are the main reasons why personal data are collected in hospitality industry:

1. **For the organization of booking requests and for the confirmation of the stay by the guest.** This purpose represents the legal basis which protects the privacy law. The collect of personal data is needed as a prior requirement for the offer of the service.
2. **For the offer of hospitality service.** This purpose represents the legal basis which protects the privacy law. The collect of personal data is needed as a prior requirement for the offer of the service.
3. **For administrative or accounting purposes.** This purpose represents the legal basis which protects the privacy law. The collect of personal data is needed as a prior requirement for the administrative and accounting aspect of the service.
4. **For legal obligations as established by Authority and Supervisory Board or by particular administrative rules as the obligation regarding art. 109 of R.D. 18.6.1931 n. 773, which imposes the registration and communication of guests' personal data to the Police Headquarters.** This purpose represents the legal basis which protects the privacy law. The collect of personal data is needed as a prior requirement for legal obligations.
5. **For exercising the rights of the data Controller, as the right of defence in court.** This purpose represents the legal basis which protects the privacy law. The collect of personal data is needed as a prior requirement for legal obligations.
6. **For Safety reasons, information on video-surveillance.** This need represents the legal basis which protects the owner data Controller rights. Accordingly, there are some signs which inform guests about the areas where the video-surveillance is situated.
7. **For giving information and promoting the Casa per ferie Villa La Stella (information about prices, offers and services); for social activities /projects which are carried on by “Provincia d'Italia dei Missionari O.M.I.”. This information will be also given through the newsletter.** The legal basis of this policy refers to the data protection of the guest, who can decide how to protect his/her personal data.

4. Method of data processing

The protection of personal data refers to the collection, registration, organization, storage, consultation, processing, modification, selection, extraction, comparison, use, interconnection, blocking, communication, cancellation and destruction of the data. The treatment of data for the purposes which were mentioned above, has two kind of procedures: an automated support, as electronic or magnetic instruments; a no-automated support, as paper. All data will be protected according to the security rules which are required by law and according to its consequent regulations and internal provisions .

5. Place of the data processing

Personal data are currently collected and preserved in the legal address of the Institute in “Via Tuscolana, 1721 – 00133 Roma” and in the operative address of the “Casa per Ferie **Villa La Stella** in Via Jacopone da Todi, 12 – 50133 Firenze”. The accounting and fiscal documents are in the archive of “Provincia in Via Tuscolana, 73 – Frascati (RM)”. Moreover, data are collected, on the Controller's behalf, by professionals in the field of technical, advising, developing, managerial and administrative-accounting activities .

6. Recipients or category of recipient of guests' personal data

In order to pursue the purposes which were previously mentioned, physical or legal persons, who are Responsible for the treatment, can have access to guests' personal data, so as to perform their own tasks:

- Shareholder's employees or collaborators, as authorised subjects of the treatment and/or system administrators
- Third-party companies or third-party subjects (as credit institutes, professional studies, consultants, insurance companies for insurance provision, etc.) who carry out an outsourcing activity on the behalf of the data Controller, in their quality of external responsible of the treatment.

The Controller can communicate guests' personal data to third-party subjects, such as: Supervisory Board, Judicial Authorities (Police headquarters); the Controller can also communicate guests' personal data to those subjects which communication is established by the law, so as to carry out the purposes which were mentioned above. These subject will collect personal data as independent holder of the treatment.

Personal data of guests and third-party subject, which are collected during the provision of services, won't be diffused by "**Provincia d'Italia dei Missionari O.M.I. – Villa La Stella**".

7. Data retention time

The data, which are provided by administrative and accounting activities will be kept in the data Controller's archives for 10 years, as established by the Law in the art. 2220 C.C., excluding delay in payment which justify the extension. Additional data, which is provided for the payment exemption of city tax, will be kept for the necessary time in compliance with the legal requirements.

Particular data regarding food intolerance or allergies will only kept for the time of the stay of the guest.

The data, which regards commercial communications, will be kept according to the principle of proportionality and in any case until the purposes of the treatment are not reached or the withdrawal consent is not specifically required by the interested party.

The images which are detected within the video surveillance activity are kept not more than 24/48 hours.

When required by the guest, personal data are kept for a long time; unless, the withdrawal consent is not specifically required by the guest, with the aim to guarantee personal service during a future stay, too.

8. International data transfer

The data processing Controller declares not to transfer data to third countries or international organizations.

9. Automated decision-making process

Automated decision-making process is not applied.

10. Rights of the interested parties

Pursuant to art. 15-22 of the EU Regulation 679/16 and to the legislative decree 196/03 and similar, the data Controller informs guests on:

- a) The right to require to "**Provincia d'Italia dei Missionari O.M.I. – Villa La Stella**" who is the data Controller, the access to personal data, the correction or cancellation of them or limit processing of data or treatment opposition, in cases as foreseen;
- b) The right to receive a copy of personal data, which are provided by "**Provincia d'Italia dei Missionari O.M.I. – Villa La Stella**". The data Controller will collect these data according to the law consent or according to other legislative basis; moreover, the guest has the right to transfer personal data to another data Controller, without any restriction;
- c) The right not to be subjected to decisions which are only based on automated process (including the profiling) which produces legal effects on the interested party and affects significantly the person;
- d) The right to propose a claim to the Guarantor for the privacy protection, by following the procedures and indications which are published on the website of the Authority www.garanteprivacy.it;
- e) The hypothetical rectify or cancellation or limitation, which is required by the interested party, – unless this requirement involves an impossible effort – will be communicated by the Organization to each recipient who received the personal data. If the interested party requires to know who the recipients are, the Organization may communicate this information.

The exercise of rights is not subject to any constraint and it is free.

11. How to exercise rights

In order to exercise rights, pursuant to the EU Regulation 679/16 and to legislative decree 196/03 and similar, which were mentioned above, the interested party can write a letter to the following address:

Provincia d'Italia dei Missionari O.M.I. – Villa La Stella Via Jacopone da Todi, 12 – 50133 Firenze

or send an e-mail to:

info@villalastella.it