



## INFORMATION AND CONSENT FOR GUESTS – RELAIS ANTICA BADIA

### 1. Owner of the treatment of personal data

Relais Antica Badia – San Maurizio 1619, Corso Italia, 125 - 97100, Ragusa - Sicily, Italy

Tel: +39 0932 247995 [info@relaisanticabadia.com](mailto:info@relaisanticabadia.com)

The Data Protection Officer (DPO) is indicated in the privacy section of the website [www.relaisanticabadia.com](http://www.relaisanticabadia.com) and can be contacted at the email address [info@relaisanticabadia.com](mailto:info@relaisanticabadia.com)

2. Our policy on the processing of personal data The processing of your personal data is very important and it is our intention to respect all the principles prescribed by the GDPR 2016/679 privacy regulation. Our policy is to process data with the utmost lawfulness, security, correctness, transparency and confidentiality, as well as to collect only the data strictly necessary for the purposes indicated here, subject to your acceptance of the processing.

3. What personal data we need and for what purposes. We collect and process the data you provide, after acquiring your consent and with the aid of electronic and/or automated tools, in order to allow the accommodation facility, such as the Relais Antica Badia you have selected, to be able to contact you and respond to your requests, as well as, in the event of your further consent, specific and optional for the newsletter. The data collected during the booking process and upon arrival at Relais Antica Badia will be communicated in the same manner as all accommodation facilities. To achieve the aforementioned purposes, we only need: name, surname and e-mail address, data relating to identification documents directly in the structure. If you spontaneously decide to communicate further personal data to us through the contact forum section or with another tool available on the website [www.relaisanticabadia.com](http://www.relaisanticabadia.com), (such as e-mail or telephone number) we inform you that such data could fall into the category of so-called "sensitive data" (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data or data relating to health, sex life or sexual orientation of the person), which we will use only and exclusively for purposes indicated above based on your consent to use. The use of our site and the contact form will automatically involve, subject to your informed consent, the automatic provision of navigation data, including your IP address, the date and time of access to our services, the type of browser and device used (etc.).

4. Consequences in case of refusal to communicate personal data Your name, surname, e-mail address and identification document as well as consent to the processing of personal data are necessary to provide you with our services and for the purposes indicated above. Your refusal to provide such personal data will make it impossible to establish contact with Relais Antica Badia.

5. Persons who have access to your data The structure you have chosen: the data that will be provided to us will be used exclusively to respond directly to your requests, proceed with the booking of the overnight stay and therefore will authorize the Data Controller to use the same for the sole purpose of honoring the contract of hotel hospitality..

External data processors: personal data may also be accessible to external subjects who perform auxiliary services for the achievement of the purposes indicated above, chosen by the Data Controller on the basis of adequate standards of professionalism, safety and experience (any IT technicians in charge of maintenance of the instrumentation electronics, any hosting providers, seasonal workers, professionals, accountants, etc.).

6. How and for how long the data provided is kept The data provided will be stored by the Data Controller in a special database located on a server owned by the company based in a country of the European Union. They will be kept for a maximum of 10 years from the last treatment carried out, subsequently they will be deleted.

7. Security Measures We are committed to ensuring maximum security in the processing of personal data and for this reason we have equipped our offices with the necessary environmental measures to prevent break-ins and theft of customers' personal data. Furthermore, we have equipped our IT systems with constantly updated passwords and anti-viruses.

### 8. Your rights

Below we list your rights with respect to the processing of data that you may have accepted:

- Access to your personal data (art. 15 EU Regulation n. 2016/679);
- Correction of personal data (Article 16 of EU Regulation No. 2016/679);
- Cancellation of personal data (Article 17 of EU Regulation No. 2016/679);
- Limitation of personal data (art. 18 EU Regulation n. 2016/679);

To the portability of personal data, understood as the right to obtain data from the data controller in a structured format in common use and readable by an automatic device in order to transmit them to another data controller without impediments (Article 20 of EU Regulation No. 2016 /679);

The right to object to the processing of personal data in the cases provided for by law (Article 21 of EU Regulation No. 2016/679);

Withdrawal of consent to the processing of personal data, without prejudice to the lawfulness of the processing itself based on the consent acquired before the revocation (Article 7, paragraph 3 of EU Regulation No. 2016/679). In any case, the withdrawal of consent to the processing of personal data of the interested party will terminate the continuation of the current employment or collaboration relationship with the Relais Antica Badia, as consent to the processing of data is an essential requirement for the correct execution of the business relationship or partnership.

- To lodge a complaint with the National Guarantor Authority for the Protection of Personal Data, based in Piazza Venezia n. 11, Rome 00187 (art. 51 EU Regulation n. 2016/679) in case of violation of your rights.

The exercise of the aforementioned rights can be exercised by written communication to be sent to the e-mail address [info@relaisanticabadia.com](mailto:info@relaisanticabadia.com) or to the Data Controller of personal data, or by registered letter with return receipt to the address Privacy c/o, Relais Antica Badia, with headquarters in Corso Italia 125, 97100 Ragusa - Sicily.

The aforementioned addresses and the aforementioned methods are also valid for contacting the person responsible for the protection of personal data (DPO), whose references are given in the privacy section of the [relaisanticabadia.com](http://relaisanticabadia.com) website.