

## ENGLISH

### INFORMATION ABOUT PRIVACY POLICY

#### INTRO

Dear Customer

In accordance with applicable privacy laws (EU Regulations n. 679, 2016), we would like to take this opportunity to inform you that your personal information will be processed in an ethical and transparent manner, only for lawful purposes, and in a manner that safeguards your privacy and your rights.

#### PERSONAL DATA PROCESSING

Processing takes place manually and using IT tools, and is done for the following purposes:

1. To obtain and confirm your booking of accommodations and other services, and to provide such services as requested. Since this processing is required to define our contractual relationship and to perform under our contract with you, your consent is not required, unless certain “sensitive” information is submitted. Should you refuse to submit your personal information, we will not be able to confirm your booking or provide you with the requested services. Processing shall cease once you check out, although some of your personal information may (or in some instances, has to) continue to be processed for the purposes and in the manner described below;
2. To comply with our “Public Safety Law” (Article 109 Royal Decree n. 773, 18/6/1931) which requires that we provide identification data of our guests to the police, for purposes of public safety, in the manner established by the Ministry of the Interior (Decree of 7 January 2013). Data submission is mandatory, and does not require your consent. Should you refuse to provide such information, we will not be able to host you in our guesthouse. Data acquired for such purposes shall not be retained by us, unless you provide consent to their retention as required under point 4, infra;
3. To comply with applicable administrative, accounting, and tax regulations. For these purposes, your consent is not required. Personal information is processed by us and our persons in charge of data processing, and is disclosed outside the company only when and if required by law. Should you refuse to submit the required data for the above purposes, we will not be able to provide you with the requested services. Data acquired for such purposes is retained by us for the required statutory period (0 years – or longer, in case of tax audits);
4. To speed-up check-in on your next visit to us. For such purposes, upon obtaining your consent (which can be revoked at any moment), your information will be retained for a maximum of 2 years, and will be used the next time you are our guest, for the reasons listed supra;
5. To allow you to receive messages and telephone calls during your stay. Your consent is required for such purposes. You can revoke your consent at any time. Such processing, where consent is granted, shall end when you check out;
6. To send you advertising messages and updates on special rates and promotions. For this purpose, upon obtaining your consent, your information shall be retained for a maximum of 2 years, and will not be disclosed to third parties. You may revoke your consent at any moment;

We also would like to inform you that the European Regulation grant you certain rights, including rights of access to, adjustment, erasure, limitation of, or objection to the processing of your data, as well as data portability rights, when and insofar as applicable (Articles 15-22 of the EU Regulations n. 679, 2016). You



can also file a complaint with the Data Protection Authority, according to the procedures set forth under applicable regulations.

### **YOUR RIGHTS**

You have the rights to information and access, rectification and erasure of your personal data, restriction of processing, revocation of your consent and right to object (ref. Art. 15 and 22 of EU 679/2016 Regulation). If you think that, the processing of your Data breaches data protection law or if your data protection rights have been violated in any other way, please feel free to lodge a complaint with the regulatory authority. In Italy, this is the data protection authority.

To perform your rights, please contact us, as following indicated. For any other concern, and to assert your rights under the EU Regulation, please contact:

- **IL CENTRO di Milena Cevasco – AFFITTACAMERE**, address - Via A. Discovolo, 252/b - Manarola 19017 (SP) Italy ;
- e-mail address: [info@ilcentromanarola.it](mailto:info@ilcentromanarola.it) .

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## **INFORMATION ON COOKIES**

### **WHAT ARE COOKIES?**

Cookies (ref. Art. 30 of EU 679/2016 Regulation) are small text files generated by the websites you visit, and which preserve your session's data for the purpose of facilitating their subsequent use within the site. These text data allow the website to preserve your information within web pages and to also analyze the way you interact with the website. Cookies are safe - they can only preserve information provided by the browser and relative either to browser access or as part of the requested web page. They cannot be turned into codes and cannot be used to access your computer. If a website encrypts information inside cookies, only the website itself is able to read such information.

There are two main categories:

- technical cookies
- profiling cookies

### **KIND OF COOKIES**

#### **TECHINICAL COOKIES**

Technical cookies are generally needed for the correct functioning of the website and to allow navigation within the site; without them you may not be able to correctly visualize pages or use some of the services. For example, a technical cookie is indispensable to keep the user connected during the entirety of the website visit, or to memorize language settings, visualization settings and so on.

Technical cookies can be then divided into:

- surfing cookies guarantee normal navigation and use (allowing, for example, online purchases or user authentication to access reserved areas);
- analytical cookies are similar to technical cookies only when used directly by the site manager to collect information, in aggregated format, on the number of users and on the way they visit the site itself;
- functional cookies have the purpose of improving service and allow the user to navigate the website based upon a series of selected criteria (for example, language preference or products selected for purchase).

#### **PROFILING COOKIES**

Profiling cookies collect user profiles and are used to send online advertising based on user-selected preferences while such user was navigating the site.

Cookies can also be classified as: - session cookies, which are deleted immediately upon browser closure;



- persistent cookies, which differ from session cookies by being saved by the browser for a set period of time. They are used, for example, to recognize the device connecting to the site, therefore making user authentication easier; - first-party cookies are cookies generated and managed directly by the website manager of the site the user is surfing; - third-party cookies are generated and managed by parties other than the website manager of the site the user is surfing.

### **WHICH COOKIES DO WE USE?**

We make use of technical cookies in order to guarantee the correct functioning of our website.

We could also use third-party cookies, for example by Google Analytics. Google Analytics is a web analytics service offered by Google Inc., which sends out cookies to your device. Data collected do not identify the user, but obtain statistical information on site navigation: pages visited, time spent surfing the site, browser used, and geographical data. Google Analytics was employed by this website to maintain the user's IP address anonymous. For Information about Google Analytics go to the following [link](#).

Other extended information about cookies are available on the web site of our web hosting Aruba to this [link](#).

### **COOKIES MANAGEMENT: BLOCKING AND DELETING**

It is possible to visit [www.aboutcookies.org](http://www.aboutcookies.org) for information on how to manage /delete cookies based on the type of browser used. Procedures are different for each browser.

### **BROWSER AND COOKIES**

You must find the instructions under your browser's Help menu. If you use more than one computer, check that each browser is set in a way that suites your needs. Through your browser you can also view cookies found on your computer, delete some or all of them. Each browser requires different procedures to disable cookies; to deny cookies you may use the following instructions:

### **YOUR RIGHTS**

You have the rights to information and access, rectification and erasure of your personal data, restriction of processing, revocation of your consent and right to object. To perform your rights, please contact us, as following indicated.

### **DATA CONTROLLER**

#### **IL CENTRO di Milena Cevasco – AFFITTACAMERE,**

address, Via A. Discovolo, 252/b - Manarola 19017 (SP) Italy,

VAT N.: IT 01446120113.

To perform your rights, please contact us, as following indicated. For any other concern, and to assert your rights under the EU Regulation, please contact:

- **IL CENTRO di Milena Cevasco – AFFITTACAMERE**, address - Via A. Discovolo, 252/b - Manarola 19017 (SP) Italy ;
- e-mail address: [info@ilcentromanarola.it](mailto:info@ilcentromanarola.it) .

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**THE DATA CONTROLLER**