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## **PRIVACY NOTICE ON PERSONAL DATA PROCESSING**

### **UNDER ART. 13 OF REGULATION (EU) 2016/679 (GDPR)**

#### **1. Controller and Processors**

The Controller is: OK HOME S.R.L. START UP, VAT no. 06879410485

with registered offices in: Via Duca D'Aosta 16, Florence

which may be contacted to exercise the rights granted by the GDPR and to obtain the updated list of Processors, if any.

The Legal Representative is: Giovanni Beretta Anguissola.

The Controller may be contacted by using the following details:

tel: 340-9365961; email: gbanguissola@hotmail.com; pec: okhome@pec.it

The Controller has not appointed a Data Protection Officer ("D.P.O.").

#### **2. Purposes of processing**

The personal data supplied may be processed only for the following purposes: to manage guests' personal details; to send service announcements; to supply the service requested; to fulfil all tax and accounting obligations (e.g. obligations related to keeping tax and accounting records); to fulfil statutory obligations and comply with requests made by authorities.

No further processing operations based on the Controller's legitimate interests are envisaged.

#### **3. Legal Basis of Processing**

The Controller processes personal data lawfully where processing:

- is necessary for the performance of a contract to which the data subject is a party or for the execution of precontractual measures requested by the data subject;
- is based on the data subject's consent given for one or more purposes;
- is required to fulfil a statutory obligation of the Controller.

#### **4. Types of data processed**

Common data (including, but not only: personal details, place and date of birth/incorporation, residence/registered offices, Tax Code).

#### **5. Consequences of refusal to supply Personal Data**

With respect to personal data relating to the performance of a contract or the fulfilment of a statutory obligation (e.g. obligations related to keeping tax and accounting records), the refusal to supply personal data may prevent the formalisation of the contractual relationship.

#### **6. Communication and dissemination of data**

Personal data may be communicated solely to the data subject or to fulfil a statutory obligation of the Controller. Within the limits of the data processing purposes indicated above, your data may be communicated to:

- subjects processing data pursuant to specific statutory obligations;
- judicial or administrative authorities for the fulfilment of statutory obligations.

Your personal data will not be disseminated. Your data will not be transferred to a third country or to an international organisation (Art. 13 (1) [e] [f] GDPR).

## **7. Profiling**

Your personal data are not subject to any fully automated decision-making process, including profiling.

## **8. Methods of processing**

Personal data processing consists in the collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination, alignment or combination, restriction, erasure or destruction of data.

Personal data are processed for the aforesaid purposes, in accordance with Art. 5 GDPR, on:

- computers (including portable devices) and using electronic means (i.e. by email);
- in compliance with Art. 32 GDPR on security measures and in accordance with Art. 29 GDPR.

## **9. Data storage**

Your data will be stored for a period of time not exceeding that necessary to achieve the purposes for which they are processed ("storage limitation principle", Art. 5, GDPR) and will be kept thereafter in accordance with statutory obligations.

The obsolescence of data stored in relation to the purposes for which they were collected is checked periodically.

## **10. Rights of the data subject**

The data subject is entitled:

- to ask the Controller to have access to his/her personal data and to information concerning them (Art. 15 GDPR);
- to obtain the rectification of inaccurate data or have incomplete personal data completed (Art. 16 GDPR);
- to obtain the erasure (so-called "right to be forgotten") of personal data concerning him or her (where one of the grounds set out in Art. 17(1) GDPR applies, and subject to the exceptions outlined in paragraph 3 of the same article);
- to obtain restriction of processing (where one of the situations indicated in Art. 18(1) GDPR applies);
- to ask and obtain from the Controller the personal data concerning him or her in a structured and machine-readable format, also to transmit those data to another controller, where the processing is based on consent

or on a contract and is carried out by automated means (so-called "right to data portability", Art. 20 GDPR);

- to object, on grounds relating to his or her particular situation, at any time to processing of personal data concerning him or her (Art. 21 GDPR);
- to withdraw consent to processing, without this affecting the lawfulness of processing based on consent before its withdrawal;
- to lodge a complaint with the Personal Data Authority based in ROME, Piazza di Monte Citorio 121, or with supervisory authorities designated thereby (Art. 77 GDPR), by:
  - registered letter with advice of receipt, sent to the Personal Data Authority at the aforesaid address
  - e-mail to [garante@gdpd.it](mailto:garante@gdpd.it) or pec (certified email) to [protocollo@pec.gdpd.it](mailto:protocollo@pec.gdpd.it)