

PRIVACY POLICY
ART. 13 D. LGS . 196/2003

Apartments Florence srl

Partita IVA/ Tax code: 06126730487

Address: Via Borgo degli Albizi 15

Florence, Italy

Dear customer,

This information is delivered to you in compliance with Art. 13 of the Legislative Decree 196/2003. The information you give us will be used with the goal of providing you with the service requested, more specifically referring to:

1. The processing data for compliance with current administrative, accounting and tax obligations.
2. The organization and processing of documents, fiscal or otherwise, delivered by you (and/or delivered by the members of your family).
3. The electronic filing of your presence (and/or your family's) in our facilities for compulsory reporting to the police station in Florence according to Law Decree. Min. Int. of 07.01.2013, published in the Gazzetta Ufficiale Office. n. 14 of 17.01.2013.
4. The filing of your electronic presence (and/or your family's) in our facilities as required by ISTAT.
5. The utilization of the incoming function of messages and telephone calls addressed to you and/or forwarded to your e-mail address.
6. The possibility of sending our promotional messages and updates on news, discounts and offers.
7. The collection and organization of data related to credit cards, IBANs and all that is necessary for providing the services required, both for payment and for accreditation. In particular, the information related to credit cards will be kept for purposes of pre - authorization and deleted upon the termination of the service requested or the expiration of the terms of the contract.
8. The collection of sensitive data communicated in a purely optional manner during our services (such as information on possible intolerances or allergies).

The data processing will take place fully respecting fundamental freedoms without infringing on your privacy and your dignity, always adopting principles inspired by correctness, lawfulness and transparency and for never for excessing purposes.

The treatment of your data will be processed by both electronic and manual means taking all security measures to ensure confidentiality and data integrity.

The processed data will not be disclosed to third parties without authorization from the Owner or the Manager, unless the communication or distribution of data requested is in accordance with the law, policies, judicial authorities, information and security agencies or other public entities for purposes of defense or state security, the prevention, detection or suppression of crime or any other provisions requires by the Italian law.

The data processing may also regard the type of data called "Sensitive" data. This data, more specifically meaning disclosure of racial and ethnic origins, religious and philosophical positions, political opinions and involvement, membership and participation in parties, unions, associations or organizations of a religious, philosophical, political or trade union character, and personal

information like of health and sex life. This data processing can solely be authorized with a client's written consent.

The provision of data of points 1-2-3-4-7 is mandatory and refusal to comply with it will cause a failure to provide the requested service; Steps 5 and 6 are optional and will be executed after the confirmation of you consent.

The information you provide will be processed at the following premises:

| Place of processing | Account Holder |
|--------------------------------------|--------------------------|
| FIRENZE – Via Borgo degli Albizi, 15 | DEGLI ALESSANDRI NICCOLÒ |

The above-mentioned account holder is the person to whom to refer to in case of exercise of rights under Art .7 of the law 196/2003.

The owner of the data is APARTMENTS FLORENCE SRL. In order to adequately deliver our services, the data provided will be processed by officers, employees or external parties, in any case previously authorized by the owner of the data, APARTMENTS FLORENCE SRL, and verified by the account holder.

Paragraph 2 of Art. 7 of the Legislative Decree 196/2003 grants you the right to request an updated list of people who may have become aware of or interacted with your personal data.

As an involved party, you will be able to exercise all the rights guaranteed by Article 7 of D.lgs.196/2003 against the data controller. The details of the above-mentioned article are attached.

Processing of Personal Data Consent

By signing this you declare that you have received and read our Privacy Policy information and that you authorize the Account Holder to process your personal data.

FLORENCE, Date: _____

The Account Holder

(APARTMENTS FLORENCE SRL)

(THE CLIENT)

Processing of Sensitive Data Consent
(Art . 23 , c . 4 - Legislative Decree 196/2003)

By signing below you express your consent to the processing of data revealing racial or ethnic origins, religious, philosophical or other beliefs, membership of political parties, unions or associations and membership of religious, philosophical, political or trade union organizations, as well as personal data disclosing health and sex life.

FLORENCE, Date _____
The Account Holder

(APARTMENTS FLORENCE SRL)

(THE CLIENT)

Telephone calls and messages transfer consent

In the case of telephone calls at the agency, it is required that the staff (choose the desired option):

- Does not forward any types of calls/messages and denies the presence of the structure
- Does not forward any types of calls/messages but confirms the presence of the structure
- Collects and delivers any messages/phone calls when the client is not physically present
- Forwards calls without collecting any type of message

News and Discounts Update via Email Consent

I would like to receive news and discount updates relating to ApartmentsFlorence Srl via e-mail.

I agree I disagree

Art. 7 - Legislative Decree 196/2003

Rights of access to personal data and other rights:

1. You have the right to obtain confirmation of the existence or lack of personal data concerning you in an intelligible form, even if not yet registered.
2. You have the right to obtain information about:
 - a. the origin of personal data;
 - b. the purposes and methods of processing;
 - c. the logic applied in case of treatment with electronic instruments;
 - d. the identity of the owner, manager and the representative appointed under article 5, paragraph 2;
 - e. the subjects or categories of people to whom the data may be communicated to or who can get a hold of it because of their function as government officials, managers or agents.
3. You have the right of:
 - a. updating, rectification or, when interested, integration of data;
 - b. the cancellation, anonymization or blocking of data processed unlawfully, including data that is not needed to achieve the purposes for which it was initially collected.

c. certification that the processes in bulletpoints a) and b) have been made clear, also regarding their content, to whomever the data was communicated or disclosed to, except in cases where this proves impossible or involves the use of disproportionate means.

4. You have the right to object, wholly or partially:

a. for legitimate reasons concerning your personal data, even if they are relevant to the delivery of our services.

b. to the processing of personal data for purposes of sending advertising materials, direct sales, market research or commercial communication delivery.