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# INFORMATION REGARDING THE MANAGEMENT OF PERSONAL DATA FOR THE SERVICES IN ACCOMMODATION PROPERTIES

The company WuBook srl, in its capacity as Data Processor, makes known to the persons who use the WuBook services the following information concerning the processing of their data:

#### 01. PREMISE

#### a. With accommodation property

mean the Property that guest you

#### b. With WuBook

we mean all the services related to WuBook

## 02. PURPOSE OF THE TREATMENT

The collection and processing of personal data are carried out by virtue of a contract for the supply of services between WuBook srl and the accommodation property for which WuBook supplies the WuBook services to the accommodation.

The service designed and managed by WuBook has the following features:

- **a.** acquisition of personal data (name, surname, email address) only when the customer confirms his choice of available accommodation and declares himself willing to proceed with the booking. The reservation form does not require that sensitive data be shown by the client or by the persons who will be staying with him. In the event that the customer decides to indicate personal data classified as sensitive in the "notes" field, these will be transferred from WuBook to the accommodation, which will decide on its own, as an independent data controller, the methods for their treatment. These data will be transferred from WuBook to the accommodation "as entered by the customer";
- **b.** conservation on behalf of the receptive structure of the data acquired on the servers managed by WuBook for this purpose

WuBook will not process any personal data other than those provided for in the supply contract or requested by the accommodation (eg modification of data, their cancellation).

## 03. DATA COLLECTION

The collection takes place by spontaneous conferment of data by the customer, when he decides to finalize his reservation.

#### 04. OPTIONAL PROVISION OF DATA AND CONSENT TO THEIR PROCESSING - CONSEQUENCES OF THE REFUSAL

Without prejudice to the freedom of providing data from customers, please note that failure to communicate identification data (name, surname) and contact (email address) will make it impossible to complete the booking procedure.

# 05. COMMUNICATION AND DISSEMINATION OF DATA

For the pursuit of the aforementioned purposes, the data provided by customers will be communicated only to the accommodation, owner of the treatment, which will manage them according to the methods stated in its own statement. An exception is made to any communications to the Judicial or Police Authorities upon request of the same, to which WuBook is obliged to respond even without the authorization of the accommodation.

WuBook's customer service staff will only be able to access data at the request of the accommodation to resolve any issues in using WuBook services that may arise.

WuBook will in no way disclose the data that it collects and stores on behalf of the accommodation.

#### 06. METHOD OF PRESERVATION, DURATION AND TREATMENT OF DATA

The data are stored by WuBook in encrypted format on their systems, hosting and other details are described into our <u>Data Processing Agreement</u> to guarantees full compliance with the General Regulations on the Protection of Personal Data (GDPR).

The personal data of european citizen will never be exported outside the European Economic Area.

Except of The personal data of Russian Federation citizen will be saved on Servers that host in Russian Federation according to Roskomnadzor Rules.

The data will not be processed through automated processes, except for for creating anonymous statistics or the processes related to the anonymization / mass cancellation of data, which are activated periodically and cover all data that have certain characteristics.

#### 07. RIGHTS OF THE INTERESTED PARTY

Customers have the right to ask WuBook srl at any time to access their personal data, to rectify or cancel them or to oppose their processing;

They have the right to request the limitation of treatment in the cases provided for by art. 18 of the Regulations, as well as obtaining, in a structured format, in common use and readable by automatic device, the data concerning them, in the cases provided for by art. 20 of the Rules.

All the requests can be addressed to WuBook srl using the apposite form Contacts.

In any case, customers are always entitled to submit a complaint to the competent supervisory authority (Garante per la protezione dei dati Personali), pursuant to art. 77 of the Regulations, if they consider that the processing of their data is contrary to the law in force.

#### 08. DATA CONTROLLER AND DATA PROCESSOR

The Data controller is the accommodation property.

The Data Processor is WuBook srl.