

## INFORMATION ON THE PROCESSING OF PERSONAL DATA.

Information for the customer and/or those who, for various reasons, provide personal data to the staff of the correspondence, reception and administrative area of WEST GARDA MARINA SPA

This information is provided in accordance to art. 6 paragraph 13 of Legislative Decree no. 196 of June 30, 2003, "Code regarding the protection of personal data" ("Privacy Code") and subsequent amendments, and in accordance with the provisions of EU Regulation 2016/679 ("GDPR ») subject to all additions and changes that may become necessary due to national and European legal regulations, as well as due to measures and guidelines by the personal data protection officer and other national and European data protection authorities.

### 1. CONTACT INFORMATION OF THE OWNER OF THE DATA PROCESSING

The owner of the data processing is West Garda Marina Spa – Via Mazzini n. 79, Castiglione delle Stiviere (MN). The Data Controller can be contacted by email at wgm@westgardamarina. it or by telephone at 0039 030 9 907 164.

### 2. PURPOSE OF PROCESSING AND LEGAL BASIS

Your personal data will be processed lawfully, correctly and transparently and solely for the purposes of business activity. The processing of your data is therefore necessary in the pre-contractual and contractual phases. It is activated at your request and is strictly necessary and essential for compliance with the law and/or for the purpose of providing the services you have requested. Your refusal to provide your personal information would completely preclude the ability to complete the service you have requested. As a rule, the company does not have to collect "sensitive" data (for example racial and ethnic origin, religious, philosophical or other beliefs, political opinions, affiliation with parties, trade unions, associations or organizations of a religious, philosophical, political or trade union nature as well as personal data that are suitable for disclosing the state of health and sex life), you are therefore asked to simply fill out form A1 with the requested data. It is therefore necessary that, in accordance with current legislation, you return the "Consent to the processing of personal data" form (Mod. A1) completed in the required fields and, by signing, authorize the processing of the data entered. Without this approval it is not possible to proceed with any of the pre-contractual and/or contractual phases for the services you have requested.

### 3. TREATMENT METHODS

The processing of personal data is carried out with manual, computerized or telematic means, suitable in any case to guarantee their security and confidentiality.

### 4. RETENTION PERIOD

The data will be kept for the period prescribed by the applicable accounting and tax regulations.

### 5. POSSIBLE RECIPIENTS AND CATEGORIES OF RECIPIENTS OF YOUR PERSONAL DATA

The data may be disclosed to company employees and collaborators who, as processors, may process your data in accordance with the company's instructions. Your personal data is also processed by third parties that the company relies on (e.g. audit/tax/law firms) who provide the company with support and advice. In any case, these persons will act as independent data controllers.

### 6. RIGHTS OF THE INTERESTED PARTY

As an interested party, you have the opportunity to exercise all the rights provided by Art. 7 et seq. of the Privacy Code in relation to the processing of your personal data. Also in compliance with the new provisions of the GDPR, you have the right to request at any time:

- a) confirmation of the existence or non-existence of processing of personal data concerning you and, if so, access to personal data and information on the categories of personal data processed, on the recipients or categories of recipients to whom the personal data are communicated or about the expected retention period, about the existence of a right to correction, deletion or restriction of processing, about the right to complain to a supervisory authority.
- b) the immediate correction of inaccurate personal data and the completion of incomplete personal data;
- c) the immediate deletion of personal data concerning you if: the consent is withdrawn; are no longer necessary for the purposes for which they were collected; otherwise processed or the legal basis for processing no longer applies; have been unlawfully processed; this obligation is imposed by law or by judicial authorities.
- d) the restriction of the processing of the personal data concerning you, if you dispute its accuracy or the processing is unlawful or the company no longer needs it for the purposes of the processing, the personal data is necessary in any case for verification, to execute or defense a right in court;
- e) the cancellation of the consent given for the treatment of sensitive data.

In addition to the above rights, the interested party has the right at any time to lodge a complaint with the Personal Data Protection Authority if there are any questions regarding the processing of their personal data.

The above rights can be exercised by sending a written request or email to the Company using the contacts indicated in point 1 of this information.

Castiglione delle Stiviere, 26/11/2022