Guest Privacy Notice pursuant to Art. 13 of the GDPR

This notice is provided pursuant to Art. 13 of EU Regulation 2016/679 (**"GDPR"**) by **Iforum Srl**, with registered office in Rome, Via Fernando Colombo 36, VAT no. 16032451003 (the **"Data Controller"**). It applies to individuals accessing our premises as guests of our clients, hereinafter referred to as the **"Guests."**

1. Categories of processed data

For the purposes indicated below, the Data Controller will process only personal data relating to: **first name, last name, email address, telephone number, and the client hosting the guest.**

2. Purposes of processing

The processed data refers to the Guests (as specified above) and is intended to enable the prompt location of individuals in the event of an emergency or danger during their stay on the premises.

3. Nature of data provision

The provision of your personal data for the aforementioned purposes is based on **Art. 6, para. 1, letter c)** of the GDPR. Such provision is mandatory in order to comply with the security measures adopted by the premises. The data will be processed only for the time strictly necessary and will not be used for any other purposes.

4. Methods of processing

For the aforementioned purposes and/or for purposes strictly connected thereto, the Data Controller will process such data in **electronic and/or paper form.**

5. Retention period

The Data Controller reserves the right to retain your personal data for a period of **one year** from the date of collection.

6. Disclosure and communication

Your personal data will not be disclosed or disseminated in any way and will only be accessed by authorized **internal personnel.**

7. Rights

As provided for by Art. 15 et seq. of the GDPR, data subjects have the right to obtain from the Data Controller, with regard to their personal data:

- **Rectification**
- **Erasure** (“right to be forgotten”)
- **Access** to data
- **Information** regarding processing of personal data
- **Restriction** of processing

8. Exercise of rights

At any time, you may exercise your rights by writing to **privacy@iforumroma.com** or by contacting the reception staff and requesting to be contacted by the company’s **Data Protection Officer**.