



GENERAL TERMS AND CONDITIONS

The General Terms and Conditions of Assignment of Lodging ("GTA") set out hereafter are an integral part of the assignment request form ("Assignment Request Form") to which they are attached and contain all terms and conditions that, together with the terms written in the Assignment Request Form, rule the agreement between the Assignee of the accommodation ("Assignee") and In-Domus S.r.l. ("In-Domus"), (together "the Parties") governing the stay of the Assignee in one of the Campuses managed by In-Domus ("In-Domus Campus").

1) Assignment and taking charge of an accommodation

1. The agreement of assignment of an accommodation ("Accommodation") in the In-Domus Campus ("the Agreement") between the applicant and In-Domus takes effect when the applicant receives the written acceptance of the Assignment Request Form from In-Domus ("Acceptance"). This written Acceptance of In-Domus shall be subject to the payment of the deposit and the first instalment of the fee from the applicant, as set forth in article 3 below.
2. The assignment of the Accommodation is strictly personal and reserved exclusively to the Assignee who may not:
 - a) cede her/his Accommodation to a third person, not even temporarily;
 - b) dispose of the Accommodation in whole or in part;
 - c) to give hospitality to strangers, even temporarily, under any conditions.

The present disposition does not apply to the following solutions:

- Steel Dus and Palladium, in which it is possible to have a guest overnight
 - Iridium Plus, in which it is possible to have a guest overnight for a maximum of 5 nights a month
3. At check-in, the Assignee shall:
 - a) provide a valid identity document;
 - b) provide evidence of the enrollment to a University (in case she/he is a university student).
 4. The Assignee, by signing these GTA, confirms that she/he has read the In-Domus Handbook, a guide indicating information to grant every Assignee a pleasant stay in the respect of common behaviour rules, that forms a part of these GTA. The Handbook is available on the In-Domus website. The Assignee declares her/his commitment in respecting the provisions contained therein. It is intended that, in case of discrepancies between terms in these GTA and terms in the Handbook, the terms in the GTA will prevail over the Handbook content.
 5. The information data collected by the personnel in charge is transmitted to the local Public Security Authority, as provided by law decree no. 59/1978, article 12.
 6. The Assignee may not transfer, temporarily or otherwise, her/his place of residence to the Campus for the term of the Agreement. Anyway, the Assignee may indicate an address for service in the In-Domus Campus for the term of the Agreement.
 7. Check-in time: check-in can take place, 7 days a week, from 3 pm to 10 pm. Different check-in time must be previously arranged with the Reception, via e-mail.

At check-in the Assignee will be given a "check-in form", an official inventory of the equipment of the assigned Accommodation, that has to be filled in as prescribed in the

Handbook.

8. The Assignee takes note that, once the Acceptance is received, the Accommodation is available from the start date specified on the Assignment Request Form ("Start Date").

From the Start Date the Assignee can check-in according to the terms provided above. It is understood that the Accommodation will be available from the Start Date, as is also the payment obligation of the fees as provided in the Agreement, regardless of when the Assignee will decide to check-in and/or regardless of the actual use of the Accommodation by the Assignee (as provided in article 2.2 below), and/or regardless of the reason for the possible lack of use of the Accommodation, notwithstanding article 7.1 below.

2) Duration and Fee of the Agreement

1. The duration of the Agreement is specified on the Assignment Request Form, as are the related total fees that are calculated accordingly.
2. The Assignee must pay the agreed fees for the assignment of the Accommodation and the related services provided by In-Domus until the end of the Agreement regardless of the actual use of the Accommodation and/or the reasons which have brought the Assignee to execute the Agreement, except in case of early termination as provided for in article 7 below.
3. The payment of the fees or of any other charge shall not be suspended or delayed for any claim or objection made by the Assignee, whichever the reason.
4. No automatic renewal of the Agreement is permitted.

3) Cautionary Deposit and first instalment of fee

1. Along with the Assignment Request Form, the Assignee shall submit copy of the bank transfer made to pay the non-interest bearing cautionary deposit and the first instalment of the fee, as indicated in the Assignment Request Form itself. The cautionary deposit is a guarantee for any possible losses or damages billed to the Assignee, when ascertained in a joint inspection at check-out.
2. The deposit, net of any amount due to In-Domus, included refund of possible losses or damages as ascertained in the above inspection, will be returned to the Assignee within 30 days from the check-out date, through bank transfer only.
3. In case of failure of the payment of the cautionary deposit and the first instalment of the fee – as indicated in this article – within 5 (five) days from the transmission of the Assignment Request Form to In-Domus, the said Assignment Request Form is to be considered as definitively rejected and In-Domus will have the right to assign the Accommodation to some other applicants.

4) Late payment of the fee instalment

1. The payment of each fee instalment must be made within each respective deadline set out in the Assignment Request Form. In case of payment after such deadline In-Domus will apply a €50 penalty for every delay.
2. In case of payment delay for more than 15 days after the deadlines indicated in the previous paragraph 4.1, In-Domus may consider the Agreement as terminated as





provided by article 1456 of the Italian Civil Code, and may prohibit the access to the Accommodation, by blocking the electronic access badge.

5) Damages and Losses

1. The Assignee is considered guardian of the Accommodation from the day that In-Domus gives her/him the access keys/badge onwards. The Assignee must use the Accommodation, as well as the shared areas of the In-Domus Campus, in accordance with the Assignment Request Form, the GTA, the Handbook and instructions and information available at the In-Domus Campus. The Assignee is also obliged to cooperate with In-Domus (i) by promptly pointing out possible damages or losses in the Accommodation and/or in the shared areas of the In-Domus Campus, as provided for in the Handbook, and (ii) by allowing In-Domus access to the Accommodation as provided for in article 12 below.
2. Damages and losses possibly caused by the Assignee shall be refunded by her/him at the cost indicated in the Handbook list. Damages and losses not indicated in the list shall be charged at the actual cost borne by In-Domus to make the repair or provide for a replacement, where repair is not possible.
3. When not possible to identify which Assignee is responsible for the damages or losses in a shared room, all occupants of the same Accommodation shall be considered jointly and severally liable. In the case of damages or losses to the shared common areas, all residents shall be jointly liable.
4. The amount due for damages or losses described in articles 5.1 and 5.2 will be invoiced by In-Domus when ascertained and paid by the Assignee.
5. In case the Assignee loses the badge or the access key to the Accommodation, she/he can ask for a copy at the reception; the first copy will be free of charge while any other copy will be charged € 10.00.

6) Compulsory change of assigned place

1. The Assignee acknowledges and accepts that In-Domus, with a notice of at least 30 days, has the right to move the Assignee, inside the same Campus, to a solution equal or superior to the Accommodation assigned.
If the move is a direct or indirect consequence of reasons of force majeure or is due to need/opportunity related to the administration of the In-Domus Campuses (including, for example, in case of extraordinary maintenance and/or Assignee's reservations and/or attendance not sufficient to keep open all the In-Domus Campuses), the notice period could be reduced and the Assignee could be moved to another In-Domus Campus in Milan and/or in a lodge cheaper than the Accommodation assigned.
2. It is understood that in case of move as provided for in paragraph 6.1 above, the Agreement will not be subject to any alteration (notwithstanding, evidently, with reference to the different kind of lodge assigned) and, in particular, no additional costs will be charged to the Assignee (except for the provision of article 9.3 below). Furthermore, in case of move to a lodge cheaper than the Accommodation assigned, In-Domus will refund the credit balance to the Assignee.
3. At the swap of the Accommodation, the Assignee shall sign the check-out form, hand back badges and keys and pay any due charges, including charges related to any possible Extraordinary Service, as defined in article 9.3 below.

7) Early termination

1. The Assignment Request Form sent to In-Domus is considered irreversible. In case the applicant and/or the Assignee informs In-Domus – no later than 2 days before the Start Date – that she/he is no longer interested in the Assignment Request Form and/or she/he terminates the Agreement (“Notification”), In-Domus will return the first instalment of the fee to her/him, but the Assignee will have to pay an amount equal to the Cautionary Deposit as provided for in article 3 above, by way of penalty for the early termination. It is understood that in case In-Domus receives the Notification after the term indicated in this article the provisions of paragraphs 7.2 and 7.3. will be applied.
2. The Assignee may file request of early termination from the assigned Accommodation before the end of the term of the Agreement; the request must be sent to the following e-mail address amministrazione@in-domus.it and must indicate the desired check-out day.
3. When requesting an early termination as per paragraph 7.2, the Assignee must grant at least 30 days' notice for early withdrawal, and shall pay to In-Domus, together with the fee of the notice period, an amount equal to 2 months' fee (including charges related to any possible Extraordinary Service) as penalty for the early termination. Needless to say, the total fees paid by the Assignee will not exceed the amount of total fees provided for in the Assignment Request Form.

8) Release of the Accommodation

1. The return of the Accommodation implies the obligation of a preliminary check-out, run together with In-Domus' personnel. The Assignee must book a check-out day and time at the In-Domus reception, with at least 7 days of advanced notice from departure. Check-out will be carried out only from 8.30 a.m. to 12.30 p.m.
2. At check-out, the Assignee must underwrite the check-out form which is in the Appendix of the Handbook, empty the room and the locker (in case the latter is assigned) from every personal effect and garbage, if any, and hand back the badge and the access keys of the Accommodation.
3. Any damage to or loss, in comparison to the check-in inventory, of the equipment provided in article 1.7 above, found at check-out will be charged to the Assignee accordingly to article 5 of the Agreement.
4. In case of late return of the Accommodation, the Assignee will be charged a penalty of € 60.00 for every day of delay, without prejudice to In-Domus' right to claim higher damages caused by such late return.
5. At check-out, the Assignee will have to pay the Restoration fee (final cleaning, sanitization and reorganization of the Accommodation) as indicated on the pricelist for each solution

9) In-Domus indemnity

1. In-Domus is expressly indemnified from all responsibilities for any damage, directly or indirectly derived to the Assignee: (i) from an improper use of the facilities of the In-Domus Campus (included the gym, if existing) and/or of the services and/or of the Accommodation and/or of the Application (as defined in article 11 below), and/or (ii) from the lack of respect of the prescription of paragraph 5.1 and/or of the Terms of Use as





defined in article 11 below and/or (iii) from fraudulent or wrongful actions of other Assignees or third parties, such as, but not limited to, losses of and damages to personal belongings, wherever they may have occurred in the In-Domus Campus.

2. In-Domus is also expressly indemnified from all responsibilities for any interruption to the provision of services subject matter of the Agreement (including the interruption in the availability of the Accommodation) and/or for failure of the Application when not attributable to In-Domus.
3. Without prejudice to the provisions of articles 9.1 and 9.2, the Assignee acknowledges and accepts that, as a direct or indirect consequence of any reason of force majeure (such as but not limited to epidemic, orders of authority, natural disaster, strikes), In-Domus shall provide particular extraordinary services ("Extraordinary Services") that could be necessary and/or appropriate in order to fulfil the Agreement: the Extraordinary Services are additional to and/or a replacement of the agreed services provided for in the Agreement (such as but not limited to services in favor of the Assignee caught in the quarantine, extraordinary sanitizations of the Accommodation and the common areas, moving of the Assignee and/or of any Assignees roommates to other lodges with daily rates, and/or to other In-Domus Campuses and/or to conventional structures, change in the Agreement's housing solution). In this case the Assignee undertakes to bear the charges of the Extraordinary Services, based on the current fees from time to time communicated and made available to the Assignee, to the extent previously indicated by In-Domus and without prejudice, in any case, to the Assignee's right to withdraw from the Agreement upon the terms and conditions of article 7 above; it is understood that the charges of the Extraordinary Services are due considering the whole period of stay (including the last day) of the Assignee in the In-Domus Campus and/or in the lodges/structures mentioned above.

10) Actions and sanctions

1. Any breach of the Terms and Conditions of the Agreement shall result in administrative fees, as described in the present paragraph 10. The fees listed complete what already mentioned in the Handbook, without prejudice to the right of In-Domus of compensation for greater damages.

a) Administrative fee in the following cases:

1. from 10 to 50 € for episode, in case of negligence in keeping the Accommodation tidy and clean;
2. from 10 to 50 € for episode, it is forbidden to leave personal effects in the common spaces and evacuation areas;
3. from 10 to 50 € for episode, in case of disturbance and trouble to the other guests and neighbors, in particular between 11:00 PM and 8:00 AM;
4. from 10 to 50 € for episode, in case of non-compliance with the time rules of the Campus;
5. from 10 to 50 € for episode, in case of misconduct towards the In-Domus staff and the other guests;
6. from 10 to 50 € for episode, in case of unauthorized external guests over the limit of 2
7. from 10 to 50 € for episode, in case of unauthorized external guests outside the permitted time;

8. from 10 to 50 € for episode, in case of non-compliance with the maximum capacity limit of the common spaces and the rooms;
9. from 10 to 50 € for episode, in case of unauthorized use of the common areas that must be booked in advance (kitchen, gym);
10. from 10 to 50 € for episode, in case of breach of the anti-Covid protocol;
11. from 10 to 50 € for episode, in case of keeping any type of animal in the Campus (with the exception of guide dogs for blind people);
12. from 50 to 100 € for episode, in case of presence of gas and electric stoves in the Accommodation, refrigerators or other electric/household items if not properly connected or authorized by In-Domus in writing;
13. from 50 to 100 € for episode, in case of non-compliance with the prohibition of smoking in the Campus. The In-Domus staff is authorized at any moment to enter the Accommodation to verify a potential infraction;
14. from 50 to 100 € for episode, in case of non-compliance with the terms of use or misuse of the Application and/or the IT Facilities;
15. from 50 to 100 € for episode, in case the Assignee: (i) damages with intent and serious negligence goods of the Campus or of other Assignees; (ii) repeatedly adopts an antisocial behavior (e.g. high volume music or alcohol intoxication); (iii) violates the rules of the Handbook regarding the use of the common areas causing the fire alarm system to go off; (iv) commits more than one of the infractions considered of "less severity" according to the Handbook;
16. From 100 to 500 € for episode, in case the Assignee (i) seriously damages goods of the Campus and/or of other Assignees; (ii) tampers with fire extinguishers and/or the alarm systems and/or the electrical system and/or the heating system and/or the air-conditioning system in the In-Domus Campus; (iii) commits more than one of the infractions considered of "major severity" according to the Handbook; (iv) violates the Terms of Use and/or the instructions related to the IT Facilities.

b) Cancellation of the assigned lodging place and cancellation of the Agreement as per article 1456 of the Italian Civil Code, in the following cases:

- (i) keeping flammable material and/or weapons and/or drugs, even for personal use, in the Accommodation, and/or in the common areas of the In-Domus Campus;
- (ii) omitted full payment even of only one instalment of fees according to the deadlines defined in the Assignment Request Form, as provided for in article 4 (without prejudice, in any case, to the penalty specified therein);
- (iii) allowing repeatedly her/his Accommodation to be used by third parties in whole or in part;
- (iv) serious infringements of the rules provided for in the Handbook or in the Terms of Use or breaches of the law, also related to the use of the IT Facilities;
- (v) conduct that goes against public order and laws;





- (vi) repeated prohibited behaviors listed in article 10.1(a).
- The written warning set forth in article 10.1 shall be delivered to the Assignee by e-mail to the e-mail address specified by the Assignee in the Assignment Request Form and the Assignee undertakes and accepts that the date of dispatch is deemed to be the one corresponding to the date of receipt of the warning letter.
 - In the cases provided for in article 10.1(b), In-Domus, at its discretion, and with immediate effect, can revoke the Assignee's Accommodation, by notifying the Assignee with a letter delivered by hand at the Accommodation in the In-Domus Campus or, in case of unavailability, through a registered letter to her/his residence address stated on the Assignment Request Form.
 - In case of cancellation of the Accommodation, the Assignee:
 - shall be no longer eligible for any Assignment place in an In-Domus Campus;
 - shall receive no refund of any paid fee and shall in any case be obliged to pay three monthly instalments, by way of penalty.

11) Use of the Application and IT Facilities

- If the Assignee uses software applications and/or virtual platforms and/or websites or equivalent (collectively the "Application"), and/or the shared IT facilities of the In-Domus Campus (including the Wi-Fi service) (the "IT Facilities") provided by In-Domus under the Agreement, the Assignee undertakes as of now to execute and to comply with the respective terms of use, if any (the "Terms of Use"), as well as, in any case, to comply with the instructions that will be provided by In-Domus.
- The Assignee undertakes to indemnify and hold In-Domus harmless against any charges, cost, loss or damage suffered by In-Domus as a consequence of the use of the Application and/or of the IT Facilities by the Assignee in violation of the law, of the Terms of Use and/or of the instructions provided by In-Domus..
- In-Domus also informs the Assignee that the ancillary services for the enjoyment of the Accommodation, provided for in the Agreement, shall be supplied, at In-Domus' discretion, during the period of validity of the Agreement, in whole or in part, through the Application subject to a written notice given to the Assignee and without additional charges with respect to those of the Agreement. In this case the Assignee undertakes to request the services provided by the Application through the latter, pursuant to the terms and conditions set forth in article 11.1. Furthermore, it is understood that no responsibility can be attributed to In-Domus in case of failure in the provision of the services provided by the Application, if the Assignee does not request these services through the Application, in violation of the commitments made under this article.

12) Video Surveillance of the common areas and In-Domus' right to access the Accommodation

The Assignee agrees and accepts that the common areas of the Campus are under video surveillance.

The Assignee agrees and accepts that In-Domus will always hold a copy of the key or a copy of the badge in order to access the Accommodation and that In-Domus may access the Accommodation at any time during the term of the Agreement in the following circumstances:

- in the presence of the Assignee or, if more than one, at least one of the Assignees;
- in the absence of an Assignee, with a prior notice of at least 24 hours, in order to verify the state of the Accommodation, carry out scheduled maintenance activities or other management needs;
- in the absence of an Assignee and without notice: i) in order to carry out urgent repairs; or ii) in case of an Assignee's absence exceeding 2 weeks or; iii) if it turns out that the Accommodation is occupied by strangers;
- at any time, without notice and regardless of whether or not an Assignee is present, in case In-Domus has reasonable grounds to believe the Assignee has breached or is still breaching the prescriptions of point 10.1.

13) Jurisdiction and communication

The Parties agree that any disputes arising out of the Agreement, its interpretation, execution, validity or termination, or in any way connected to the Agreement, shall be finally settled by the Italian Courts of Milan.

Every communication between the Parties, when not differently provided for, shall be made to the following addresses:

- to In-Domus: by email to amministrazione@in-domus.it or by registered delivery to: via Mario Del Monaco 4, 20157 Milano;
- to the Assignee: by email or by registered delivery to the addresses that she or he has written in the Assignment Request Form.





14) Privacy

Signing the present GTA, the applicant declares that she/he has carefully read the Privacy Policy on data processing for the effects of article 13 of EU Regulation no. 679/2016 attached hereto. Regarding the possible use of the Application, reference should be made to the specific privacy policy that will be made available by In-Domus and that the Assignee compulsorily will have to read before the possible installation and/or use of the Application.

Date

Signature

SPECIFIC APPROVATION

For the effects of articles 1341/1342 of Civil Code, where applicable, the Parties declare they approve specifically, after a careful reading, the following articles: 1 (Assignment and taking charge of an accommodation); 2.2 (Payment obligation even in case of lack of use of the Accommodation); 3.1 (Cautionary Deposit and first instalment of fee); 4.1 and 4.2 (Consequence of late payment of the instalment of fee); 5 (Damages and Losses); 6 (Compulsory change of assigned place); 7 (How to exercise the right of withdrawal of the Assignee and consequences); 8 (Release of the Accommodation); 9 (In-Domus indemnity); 10 (Actions and sanctions), 11 (Use of the Application and IT- Facilities); 12 (In-Domus' right to access the Accommodation) and 13 (Jurisdiction and communication)

Date

Signature

CONSENT FOR USE OF PERSONAL IMAGE

The undersigned declares to be aware that In-Domus holds different types of public events ("the Events") to which the Assignees can take part and whose pictures can be published and/or spread with the aim of promoting its Campuses by In-Domus on its Website and Social Media and/or on related promotional material.

The undersigned, therefore, in accordance with article 10 of the Italian Civil Code and articles 96 and 97 of law no. 633 of 22.4.1941 (about copyright), by signing this clause, gives her/his consent to In-Domus, free of charge, and so she/he waives her/his right as of now to any kind of consideration, refund or fee, to:

- (i) Take audio/video shooting, even if made by a third party, of her/himself in case of attendance to the Events;
- (ii) The publication and spreading, even by third parties, of the images taken as above on the In-Domus official Website and/or of the In-Domus Campuses and/or on connected websites (included Social networks) and/or on printed paper and/or any other media, as well as the preservation, even through third parties, of the abovementioned images for the aims of the present clause.

The undersigned also declares to be aware that:

- (i) It is always possible to withdraw, at any time, from the consent given by undersigning this clause, by communicating such decision to In-Domus in accordance with the afore-mentioned article 13;
- (ii) In case of denied or withdrawn consent, the Assignee will not be able to attend the Events (except for written communications received from In-Domus).

Date

Signature





PRIVACY NOTICE PURSUANT TO ARTICLE 13 OF EUROPEAN REGULATION NO. 2016/679

towards clients

The “Data Controller”

In-Domus S.r.l., pursuant to article 4 of EU Regulation no. 2016/679 (hereafter “GDPR”) that lays down very important rules concerning “the protection of natural persons with regard to the processing of personal data and on the free movement of such data”, is the Data Controller and, pursuant to article 13 of the GDPR (“Information to be provided where personal data are collected from the data subject”) provides the following information.

The collected personal data, also with regard to the existing legal relationship (just to give an example but not as an exhaustive list: pre-contract relationship, contractual relationship, orders, purchasing, etc.), are processed in compliance with the GDPR Principles.

With regard to the aforementioned Data Processing, the Data Controller provides, inter alia, the following definitions:

- “Personal Data”, pursuant to the definition 1 of article 4 of the GDPR, means any information relating to an identified or identifiable natural person (‘data subject’); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person;
- “Processing”, pursuant to the definition 2 of article 4 of the GDPR, means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction;

The Data Processing Activities have to be compliant with the GDPR lawfulness, fairness and transparency Principles in order to protect your Rights.

Personal Data Collected

The Personal Data Collected are mainly:

- Identifying Data (Business name or name and surname of natural persons, headquarter, phone, fax, e-mail, financial data, etc.);
- Data relating to the existing legal relationship and date related to presence in the structures (if these Data are directly provided by the Data Subject).
- “Special Categories” of Personal Data such as “data concerning health” (in case of disability, diseases or illness that need the cooperation and/or the support of the Data Controller’s Employees).

Data Controller Contact Data

Business Name: In-Domus S.r.l.

Headquarter: Via Mario del Monaco, 4, 20157 MILANO Phone: 02 45377590

Email: privacy@in-domus.it

Data Processing Activities Purposes

Personal Data Processing Activities Purposes are:

1. Compliance with legal obligations laid down by Laws, Regulations and EU Legislation, or with provisions laid down by Supervisory Bodies (Privacy Supervisory Authority, Customs Authority, Tax Revenue Agency, etc.) relating to or otherwise linked to the existing legal relationship or to a future one;
2. Administrative, financial, tax and fiscal Client Processes Management;
3. Performance and management of the existing Contracts and Prior Agreements, including booking management, management and provision of Services to Clients including the collection of correspondence and register presence in the owner's facilities (the latter only to institutions and educational institutions, university and analogues, which at least partially subsidize the services provided to customers);
4. Information requests’ Management, even via website;
5. Contractual Rights’ Protection;
6. Making audio and video recordings and/or shooting photographs (also via duly appointed third parties) in which the Data Subject appears, if the Data Subject joins the Events organized by the Data Controller;
7. Publication and disclosure (also via duly appointed third parties) of the images collected according to point 6 above: on In-Domus website and/or the In-Domus’ Campuses official websites and/or websites linked to them (including, possibly, social networks) and/or print media sources and/or any other means of circulation, as well as the related retention (also via duly appointed third parties) of the aforesaid images if needed to carry out such activities.
8. Carrying out advertising or promotional activities, in the broadest sense of the term (for example, sending newsletters and information material, sending brochures, organizing events, etc.) and other marketing activities, through automated contact methods (e.g. example: calls without operator, mail, sms, and various messaging systems, even instantaneous and on the internet, even to mobile phones) and non-automated (sending of paper mail and calls with operator).





The following table specifies for each above identified purpose: lawfulness of processing, categories of personal data, categories of data subjects and data storage period.

TABLE 1

Purposes of processing	Lawfulness of processing	Type of personal data	Data Storage Period	Recipients Categories
Purpose 1	Legal Obligation	<ul style="list-style-type: none"> Identifying Data 	Until termination of Contract and for a further 10 years period	*
Purpose 2	Contract	<ul style="list-style-type: none"> Identifying Data 	Until termination of Contract and for a further 10 years period	*
Purpose 3	Contract (plus Consent to possibly collect Personal Data concerning health)	<ul style="list-style-type: none"> Identifying Data Data concerning health Data related to presence 	Until termination of Contract and for a further 10 years period (except for data concerning health, that are stored for the necessary data storage period in order to be complaint with any legal obligation or with the related time-barred period for possible compensatory claims)	*
Purpose 4	Contract (with regard to information concerning provided and requested services)	<ul style="list-style-type: none"> Identifying Data 	Until the execution of the request or the accomplishment of the practice	*
Purpose 5	Contract	<ul style="list-style-type: none"> Identifying Data 	Until termination of Contract and for a further 10 years period	*
Purpose 6	Consent	<ul style="list-style-type: none"> Images and audio-video recordings; Any additional Identifying Data and Contact Data 	For the duration of the Event	*
Purpose 7	Consent	<ul style="list-style-type: none"> Images and audio-video recordings; Any additional Identifying Data and Contact Data 	5 years from the time of acquisition of the image or video-recording, without prejudice to the Data Subject's right to cancel or revoke the prior consent given	*
Purpose 8	Consent	<ul style="list-style-type: none"> Any additional Identifying Data and Contact Data 	2 years from the release of consent or from voluntary and optional registration to the newsletter sending service (carried out by the Owner)	





* Data Recipient Categories

In relation to the aforementioned purposes, personal data could be disclosed to the following Companies, Bodies and/or natural persons, located in EU Countries, which provide services, also external, on behalf of the Data Controller. Among which**, in order to clarify, we just give an example, not as an exhaustive list:

- Accounting Management Consultancy
- Tax Consultant;
- IT Service Company;
- Supervisory Bodies;
- Supervisory Board;
- Data Controller's Website Maintenance Company;
- Providers of maintenance services, to solve problems linked to the services provided by the Data Controller related to the Data Subject's stay;
- Public authorities and administrative authorities, in the cases provided by the existing legislation.
- Institutions and educational institutions, universities and the analogues, which at least partially subsidise the services provided to Clients, in relation to the purpose presented in paragraph 3, to demonstrate their presence in the owner's facilities.

(**) More detailed information on the external Recipients is available at the Data Controller.

Data Retention Period

Please take a look at column 4 of Table 1 (Data Retention period).

Data Subjects' Rights

With reference to the aforementioned data processing, the Data Subject can exercise the following rights provided by the GDPR:

- Right of access by the data subject [article 15 of the GDPR];
- Right to rectification [article 16 of the GDPR];
- Right to erasure ('right to be forgotten') [article 17 of the GDPR];
- Right to restriction of processing, including in the case of unlawful processing or disputing the accuracy of personal data by the data subject [article 18 of the GDPR];
- Right to data portability [article 20 of the GDPR];
- Right to object [article 21 of the GDPR];
- Right not to be subject to a decision based solely on automated processing [article 22 of the GDPR].

You can easily get further information concerning Data Subjects' Rights by visiting our website or simply asking the Data Controller to provide an integral extract of the aforementioned Data Subjects' Rights.

The aforementioned rights may be exercised, according to the provisions of the GDPR, by sending an e-mail to privacy@in-domus.it

In-Domus S.r.l., pursuant to article 19 of the GDPR, proceeds to inform recipients to whom the personal data have been communicated, about any requested corrections, erasure or treatment purpose limitations, where this is possible.

Where the data processing activity purpose has a Consent as legal basis, the data subject will be always entitled to withdraw his/her consent, simply sending an e-mail to the aforementioned email address.

Pursuant to article 7 of the GDPR, the withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal. The latter can therefore be valid only for the future and does not apply to anything which has already been published, especially in paper format and on magazines or digital documents distributed or downloaded on-line.

Right to lodge a Complaint

If the data subject considers that his/her rights have been harmed, he/she has the right to lodge a complaint to the Competent Supervisor Authority (or Data Protection Supervisor), according to the formalities indicated by the same authority. If you are Italian you can refer to the following link: <http://www.garanteprivacy.it/web/guest/home/docweb/-/docweb-display/docweb/4535524>.

Mandatory Provision of Personal Data and nature of the Provision of Data

We underline that, if the Data Processing purpose has as legal basis a legal or a contractual obligation (even also a pre-contractual one), the Data Subject has necessarily to confer his/her required personal data.

If not so, the Data Controller will be unable to pursue the specific Data Processing purpose.

For the other purposes described above, for which consent is necessary, the Data Subject may revoke his/her consent at any time and the effects will start running from the moment of revocation, subject to the terms established by the law. As a general principle, revocation of consent is effective only for the future. Therefore, with regard to what mentioned above on use and publication of the images in which the Data Subject appears (about the revocation of the consent previously given), the processing of Data carried out before the revocation of consent will not be affected and will not lose its legitimacy.

Additionally, if published on websites or social network, audio-visual and/or photographic material may be downloaded and the downloaded copies of the images/recordings will not be available to the Data Controller but under the own responsibility of any third parties who download the mentioned material.

Failure to or partial consent may not guarantee the complete provision of services or the performance of activities, only with reference to the single purposes for which consent is denied.

With particular reference to the video-audio recordings and/or the photoshoots and the subsequent publication, please note that the consent to such treatment, while remaining free and optional, is necessary in order to join the event and, therefore, a denial/refusal of such consent will result in the impossibility to attend the events or continue to attend them.

In-Domus S.r.l. does not make use of any automated decision-making process.





Data Processing Formalities

Personal data will be processed in paper form and electronically inserting them in the applicable data banks (clients, users etc.) which can be consulted and processed by the operators and processors appointed by the Data Controller who will be able to carry out the consultation, use, handling, comparison and any other appropriate operation, direct or automatic, respecting the legal requirements necessary to guarantee the confidentiality and the security of the data, as well as their accuracy, updating, and their relevancy to the declared aims.

Change and updates

This privacy policy reports the date of its last update in the header. In-Domus S.r.l. can make changes, update or additions to this privacy policy also as a consequence of any addendum laid down by legal obligations, EU Regulations, Italian and European laws. Changes will be notified and the Data Subject may view the text of the updated privacy policy on the website: <http://www.in-domus.it/privacy-e-policy/>





**CONSENT PURSUANT TO ARTICLE 7 OF EU REGULATION
NO.679/2016**

In accordance with the provisions of article 7 of EU Regulation no. 679/2016, the Undersigned

declares to have fully understood the attached Privacy Notice provided by the Data Controller In-Domus S.r.l. and

Gives her/his Consent [] Denies her/his Consent []

to his/her Personal Data Processing in order to pursue the aforementioned purposes (see point 3 above) i.e.: performance and management of the existing Contracts and Agreements, including, inter alia, booking management, management and provision of Services, being aware that his/her special categories of personal data, such as data concerning health, will be processed.

Gives her/his Consent [] Denies her/his Consent []

to his/her Personal Data Processing in order to pursue the aforementioned purposes (see point 4 above) i.e. making audio and video recording and/or shooting photographs also via duly appointed third parties in which the Data Subject appears, if the Data Subject joins the Events organized by the Data Controller.

Gives her/his Consent [] Denies her/his Consent []

to his/her Personal Data Processing in order to pursue the aforementioned purposes (see point 7 above) i.e: Publication and disclosure (also via duly appointed third parties) of the images collected according to point 6 above: on In-Domus website and/or In-Domus' Campuses official websites and/or websites linked to them (including, possibly, social networks) and/or print media sources and/or any other means of circulation, as well as the related retention (also via duly appointed third parties) of the aforesaid images if needed to carry out such activities.

Gives her/his Consent [] Denies her/his Consent []

to the processing of your personal data for the purposes set out above in point 8 or to the carrying out by In-Domus Srl of advertising or promotional activities, in the broadest sense of the term (for example sending newsletters and information material, sending brochures, organizing events, etc.) and other marketing activities, through automated contact methods (for example: unattended calls, emails, sms, and various messaging systems, including instantaneous and on the internet, even to mobile phones) and non-automated (sending of paper mail and operator calls).

Date

Signature

