



PRIVACY NOTICE ON THE PROCESSING OF PERSONAL DATA FOR INFORMATION REQUESTS SUBMITTED VIA CONTACT FORM

PURSUANT TO ART. 13 OF REGULATION (EU) 2016/679 (GDPR) AND APPLICABLE ITALIAN DATA PROTECTION LEGISLATION

Regulation (EU) 2016/679 ("GDPR") and the applicable Italian data protection legislation govern the protection of natural persons with regard to the processing of personal data, in compliance with the principles of fairness, lawfulness and transparency, and impose a series of obligations on anyone processing information relating to other parties.

In compliance with the obligations set forth under Article 13 GDPR regarding the need to provide Data Subjects with information and the necessary details to ensure fair and transparent processing of personal data, this privacy notice is hereby provided. The Data Controller reserves the right to amend this notice at any time, informing the Data Subjects thereof through its website.

DEFINITIONS

The GDPR defines "personal data" as 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 his or her physical, physiological, genetic, mental, economic, cultural or social identity.

The GDPR defines "special categories of personal data" as data capable of revealing: health status, racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, or data relating to genetic data, biometric data, sexual life, sexual orientation or judicial data.

The GDPR defines "processing" as any operation or set of operations performed on personal data or sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

DATA CONTROLLER

The Data Controller is **SUITE TIME S.R.L.**, with registered office in Via Giovanni Porzio 4, Centro Direzionale Isola G1, Napoli, CAP 80143, Italy and operational office in Via Provinciale Anacapri 7, Capri (NA), CAP 80143 C.F. e P.I. 08575691210, in the person of its legal representative pro tempore. The Data Controller's contact details are as follows:

SUITE TIME S.R.L.

Registered Office: Via Giovanni Porzio 4, Centro Direzionale Isola G1, Napoli - CAP 80143 - Italy

Operational office: Via Provinciale Anacapri 7, Capri (NA) – CAP 80143

Tel.: +39 081 17763078

E-mail: info@suitetime.house

Certified e-mail (PEC): suitetime@legalmail.it

PERSONAL DATA PROCESSED, PURPOSES OF PROCESSING AND LEGAL BASIS

The personal data of the data subject, processed by the Data Controller, are as follows:

- first and last name;
- email address;
- country, city and postal code;
- any additional personal data included in the message sent by the data subject;
- any special categories of personal data (e.g. allergies, disabilities or specific needs) only if voluntarily provided by the data subject in the submitted message.

The processing of the aforementioned personal data is carried out for the following purposes:

- a) receiving, managing, and responding to information requests submitted by completing the form on the website;
- b) any processing of special categories of data voluntarily provided (e.g. allergies, disabilities, or specific needs) in the message sent, in order to provide appropriate information to the data subject.

The legal basis for the respective purposes is:

- a) performance of pre-contractual measures taken at the request of the data subject (Art. 6(1)(b) GDPR).
- b) explicit consent of the data subject, given by the holder of parental responsibility in the case of a minor (Art. 9(2)(a) GDPR).

SEDE OPERATIVA: Via Provinciale Anacapri 7, 80073 Capri (NA)

SEDE LEGALE: Via G. Porzio 4, Centro Direzionale IS G1 80143

Tel: + 39 081 177 63078

Email: info@suitetime.house

P.IVA 08575691210



PROCESSING METHODS AND DATA RETENTION

The data will be processed in full compliance with European and national legislation. The processing of personal data will be carried out in automated and/or manual form, in accordance with the GDPR, using appropriate tools to ensure security and confidentiality, and may also be carried out through IT systems.

The data will be retained for the period of time necessary to respond to the information request, subject to any legal obligations or judicial requirements, using methods and tools designed to ensure the highest level of security and confidentiality.

All personal data will be processed exclusively by personnel who have access to them due to their duties or hierarchical position within SUITE TIME S.R.L.. In this regard, responsibilities are widely distributed, and access levels are defined through procedures and operational instructions provided to authorized personnel, who are adequately trained and continuously updated on privacy issues, potential risks, and responsibilities related to data processing.

The data will be protected through appropriate security procedures, including in the event of technical maintenance and support interventions on IT equipment and related processing systems. In the digital processing of data, in line with the stated purposes, the Data Controller implements, both from an organizational and technical perspective, all measures required to ensure the legally mandated security standards, in order to prevent risks such as data loss, unlawful or improper use, unauthorized access, and to ensure that all operations on the data are carried out in compliance with security rules that are continuously and constantly improved.

The personal data provided will not be subject to automated profiling pursuant to Article 22(1) and (4) of the GDPR. Should SUITE TIME S.R.L. in the future implement such processing activities, the Data Controller will request the data subject's consent for said processing.

Where a personal data breach is likely to result in a high risk to your rights and freedoms, the Data Controller shall notify the breach to the data subjects without undue delay (Article 34 GDPR).

RECIPIENTS OF PERSONAL DATA

The Data Controller will not disclose personal data to unspecified parties, but will communicate them where required by law, for the stated purposes, to institutional authorities. Data may also be disclosed, for the above-mentioned purposes, to third parties having contractual relationships with SUITE TIME S.R.L., who will in any case be appointed as external Data Processors.

The data of the data subject will not be transferred outside the European Economic Area, except in specific cases and with appropriate safeguards, as well as with explicit consent where required.

RIGHTS OF THE DATA SUBJECT

The data subject may exercise the rights provided for under Articles 15 to 22 of the GDPR by submitting a request to SUITE TIME S.R.L. to the legal representative pro tempore, addressed to one of the contact details of the Data Controller indicated above.

The data subject has the right to access their personal data at any time. In particular, they may request the rectification, erasure, or restriction of processing of their personal data in the cases provided for, withdraw any consent given, and obtain data portability. The data subject may also submit an objection to the processing of their personal data, providing the reasons justifying such objection. SUITE TIME S.R.L. is legally required to respond to such requests within one month.

The exercise of rights is, in principle, free of charge. SUITE TIME S.R.L. has the right to request the information necessary to verify the identity of the requester.

Without prejudice to the right to lodge a complaint with the Supervisory Authority pursuant to Article 77 GDPR or to seek judicial remedy pursuant to Article 140-bis of the Italian Data Protection Code, as amended by Legislative Decree No. 101/2018.

NAPLES, MAY 2026

THE DATA CONTROLLER

SEDE OPERATIVA: Via Provinciale Anacapri 7, 80073 Capri (NA)

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FOR INFORMATION REQUESTS SUBMITTED VIA CONTACT FORM**
PURSUANT TO ART. 13 OF REGULATION (EU) 2016/679 (GDPR) AND APPLICABLE ITALIAN DATA PROTECTION LEGISLATION

SUMMARY OF THE PRIVACY NOTICE

1. Data Controller: SUITE TIME S.R.L. Registered Office: Via Giovanni Porzio 4, Centro Direzionale Isola G1, Napoli - CAP 80143 Operational Office: Via Provinciale Anacapri 7, Capri (NA) – CAP 80143 Tel.: +39 081 17763078 E-mail: info@suitetime.house Certified e-mail PEC: suitetime@legalmail.it	2. Rights of the Data Subject: ▪ right of access to personal data, pursuant to Art. 15 GDPR; ▪ right to rectification, pursuant to Art. 16 GDPR; ▪ right to erasure of personal data, pursuant to Art. 17 GDPR; ▪ right to restriction of processing, pursuant to Art. 18 GDPR; ▪ right to data portability, pursuant to Art. 20 GDPR; ▪ right to object, pursuant to Art. 21 GDPR; ▪ right not to be subject to a decision based solely on automated processing, including profiling, pursuant to Art. 22 GDPR.	
PURPOSES OF THE PROCESSING	DATA SUBJECT'S CONSENT	
Any processing of special categories of personal data (e.g. allergies, disabilities or specific needs) voluntarily provided in the message sent, in order to provide appropriate information to the data subject.	☐ YES	☐ NO
The undersigned (in the case of a minor, the person exercising parental responsibility over the minor) declares that they have received complete information pursuant to Article 13 of EU Regulation 2016/679 and Legislative Decree 196/2003, as amended by Legislative Decree 101/2018, and expresses consent, as specified for each purpose, to the processing of their personal data for the purposes and duration indicated in the privacy notice.		

Place

Date

Signature of the data subject

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