

## REGULATION

This regulation (the "Regulation"), which integrates and constitutes an integral part of the Hospitality Agreement entered into with the Grantor (the "Agreement"), whose definitions fully apply to this Regulation, represents an orientation tool for the clients and the guests of the Residence and provides, together with the Schedule of Services and Costs attached to this Regulation (the "Schedule of Services and Costs"), the mandatory rules applicable to any individual entering and staying at the Residence and at its accommodations.

The accommodations meet the residential needs of the customers. The customers and all other guests of the Residence shall politely, supportively and inclusively behave. They shall take care of the common spaces, the rooms, the relevant furniture and the activities carried out at the Residence.

This Regulation and the Schedule of Services and Costs will be periodically updated as deemed necessary by the Management Office. The update will be made available at the Management Office and will be considered as immediately effective.

### Art. 1 Guests

1.1 The Customer acknowledges that the access of visitors, relatives, friends, guests and any other third party (the "Guest") to the Residence and the Accommodation is allowed only: (i) to those persons having the legitimate right to stay in Italy, upon prior authorization of the Management Office (to be required by sending an e-mail to the address as indicated in this Regulation) and (ii) after the registration of a valid Identity Document of the Guest (as defined in the Agreement) with the Management Office. This applies to any eventual health care or social service or to any other private service to be provided at the Residence or at the Accommodation upon the client's request, save that in an event of emergency.

1.2 The Management Office shall be entitled to restrict access to any Guest at its own discretion and for safety reasons.

1.3 The Customer will be entitled to host in its Accommodation only one Guest at a time subject to the Management Office prior authorization and exclusively when the Customer is staying at the Accommodation and within the limits and according to the provisions of the Schedule of Services and Costs and, in case of a double Accommodation, upon prior consent of the Second Guest.

1.4 The Customer shall assure that the Guest will acknowledge and respect all the provisions of this Regulation and will be jointly and severally liable with the Guest for any breach during its stay at the Residence. The Customer shall expressly authorize the access and the stay of the Guest in the Accommodation and in the Residence as well as assure that the Guest have examined and accepted the Schedule of Services and Costs.

### Art. 2 Access Rules

2.1 The operation of check-in and check-out activities shall be carried out during the hours as set in the Schedule of Services and Costs. Check-in and the check-out outside those hours will be carried out according to the availability of the Management Office at the additional cost as provided in the Schedule of Services and Costs, which will be borne by the Customer. At the check-in, the Customer accepts the Accommodation and confirms that it is furnished, in good conditions, clean and suitable to the use for it is granted

2.2 The Customer expressly authorizes the Grantor, upon yielding up the Accommodation and in any case of early termination of this Agreement, to take possession of the Accommodation and remove any item of the Customer left at the Accommodation in the event of non-attendance of the Customer at check-out or in case of his extended unreachability. In such cases the Parties agree that the Grantor will deposit the Customer's items in a storage selected by the Grantor in the name, on behalf of the Customer for a maximum period of 14 days. Failure of collecting such belongings within the maximum period entitles the Management Office to dispose of them with express waive to any compensation claim. Any cost in relation to the custody of such belongings shall be borne by the Customer exclusively.

2.3 It is forbidden to allow the staying of any persons subject to restrictive measures ordered by Court at the Accommodation. Any breach of this provision triggers termination of the Agreement pursuant to art. 1456 of the Italian Civil Code.

2.4 The Accommodation is provided solely for the Customer's temporary residential purposes and it is forbidden to establish the personal residence at the Accommodation or at the Residence or to carry out or establish the registered offices of any business activity thereto, including activities carried out on-line.

2.5 The Management Office will be entitled to access the Accommodation directly or through its appointed personnel, including during the absence of the Customer, where the circumstances so require, such as, by way of example in case of protracted absence of the Customer, in case of unauthorized persons staying at the Accommodation, for repair and maintenance works. It is understood between the Parties that by signing this Regulation the Customer expressly authorizes such accesses to the Management Office. Before any access, the Management Office will if possible make an attempt to contact the Customer.

### **Art. 3 Rules of Conduct and Use**

3.1 The Customer and each Guest shall respectfully and politely behave inside and outside the Residence at any time and shall not cause any interference to the other customers of the Residence. The Customer is liable to use and take care of the Accommodation and the common parts of the Residence and will be liable for any damage or loss that he may cause. The cleanings shall be only carried out by the personnel of the Grantors or appointed by this latter.

3.2 The keys (mechanical, electrical or with codified cards, as the case may be) of the Accommodation shall always be removed from their support when the Customer leaves the Accommodation. It is forbidden to duplicate, alter and/or attempt repairing the keys of the Accommodation. In case of loss or damage of the keys the Customer shall immediately inform the Management Office (and in any case within 24 hours) and pay the amount indicated in the Schedule of Services and Costs.

3.3 In order to maintain order and compliance to of the rules of peaceful cohabitation in the Residence the Customer shall not cause nuisance to the Residence and to the other accommodations that exceed the normal tolerance.

3.4 Noises arising from the Accommodation are prohibited if higher than the normal tolerance level. It is always forbidden to slam doors and drag chairs. Noises caused by the Customer and by its Guests in any other part of the Residence, including running and speaking loudly in the common areas, are always prohibited.

3.5 It is forbidden to introduce any weapon or explosive material in the Residence and in the Accommodation. Any breach will trigger termination of the Agreement pursuant to art. 1456 of the Italian Civil Code.

3.6 It is forbidden the introduction and the use of drugs and in general the carrying out of any criminal activity in the Residence and in the Accommodation Any breach will trigger termination of the Agreement pursuant to art. 1456 of the Italian Civil Code.

3.7 It is forbidden to smoke in any part of the Residence and in the Accommodation.

3.8 It is forbidden to drink alcohol or liquors in the common areas of the Residence.

3.9 It is forbidden to introduce and keep animals of any sort in the Accommodation and in the Residence.

3.10 The Customer undertakes to maintain the Accommodation in good maintenance, cleanliness and hygiene conditions.

3.11 Where necessary, based on the outcome of the periodic inspection and at its discretion, the Management Office will be entitled to carry out further cleanings in the Accommodation in order to guarantee the respect of minimum standard of hygiene and health, charging to the Customer the additional costs.

3.12 It is forbidden to carry out modifications, improvements and/or additions to the Accommodation and the common parts of the Residence, its furniture and the decorative finish of them. The introduction of new furniture shall be expressly approved by the Management Office. It is forbidden to carry out any modification to the fabrics or the surfaces of the Accommodation or to install equipment. Any damage attributable to the Customer will be charged according to the Schedule of Services and Costs.

3.13 It is forbidden to apply adhesive tape or blu-tack or similar adhesive materials, pins, nails or screws to the walls. Any damage attributable to the Customer shall be charged according to the Schedule of Services and Costs.

3.14 It is forbidden to throw down the toilet any sanitary, to pour down oil or grease in the drains or to cause any clog, block or damage to the drains or the pipes. Any damage attributable to the Customer shall be charged according to the Schedule of Services and Costs.

3.15 The Management Office will have exclusive decisional power in relation to the modalities and the periods of activation of the heating during winter and of the air conditioning during the summer, both centralized. The Customer acknowledges and accepts that the Management Office shall at its own discretion choose the hours and the duration of activation of these systems in compliance with the temperature standards set by the Management Office based on its specific energy saving needs and on applicable regulations.

3.16 For safety reasons and energy savings purpose, it is forbidden to install in the Accommodation electrical devices and electrical appliances in addition to those already installed in the Accommodation, such as for example washing machines, dishwashers, electrical heaters, supplementary summer air conditioning units or others. Any breach shall be charged according to the Schedule of Services and Costs.

3.17 It is forbidden to require new telephone, television or satellite connections for the Accommodation.

3.18 It is forbidden to arrange parties in the Accommodation and in the common Areas of the Residence. In case of dinners and meetings with more than four people it is necessary the prior written authorization of the Management Office.

3.19 It is forbidden to obstruct, put or hang on or out the windowsill or out the windows any garment, linen and object which could cause a danger or alter the decorum of the Residence or show signs or banners which could produce disagreement.

3.20 It is forbidden to park cars, motorcycles and cycles out the indicated areas, on the ramp of the garage, in front of the entrance gate, in the parking areas reserved by the Residence to personnel or to disabled persons. It is forbidden pedestrian access to the garage ramp.

3.21 The laundromat is reserved to the customers of the Residence which shall comply with the operating instruction. The laundromat is managed by a third party provider and the Grantor will not be liable for the possible damages or thefts of personal belongings in the laundromat. In particular, the Grantor will not be liable for the possible damages to the garment of the Customer caused by a mistaken use of the washing machine or of the dryer.

3.22 The use of all the other common parts of the Residence is allowed in compliance with the rules as from time to time established by the Management Office.

3.23 It is forbidden to occupy the hallways of the Residence and its common parts with personal belongings including carpets, plants or other objects.

3.24 It is forbidden to leave any rubbish in the Accommodation or in the common areas of the Residence. It is mandatory to recycle in compliance with the applicable municipal rules and throw away the rubbish in the appropriate bins.

3.25 It is forbidden to throw away the rubbish and any other waste material (such as bottles, food boxes, plastic bags or similar) in the park (if any) adjacent to the Residence.

3.26 Except for the emergency situations, it is forbidden to use the emergency exits and to activate or to cause the activation of the fire prevention systems under penalty of the termination of the Agreement pursuant to art. 1456 of the Italian Civil Code.

3.27 Any Customer's personal belonging left in the Accommodation at the expiry of the Agreement will be preserved at a storage selected by the Management Office in the name, on behalf and at expenses of the Customer for a maximum period of 14 days. The failure to collect such belongings within the maximum period above mentioned shall authorize the Management Office to destroy them with express waiver to any compensation claim.

3.28 In the event the Client wishes to extend his stay at the Residence, it shall provide prompt communication to the Management Office, it being agreed that the Management Office does not in any case guarantee to give the Customer the same Accommodation. In case the Customer intends to extend its stay at the Residence, it shall execute a new agreement with the Grantor on the basis of the availability of the accommodation and at conditions applicable at the moment of its request.

3.29 The Customer shall immediately inform the Management in case of it contracts contagious diseases or is subject to the home quarantine. In addition to the above the Customer shall comply with the provisions of the national, regional and local competent authorities as well as with the regulations applied in the Residence with reference to the contrast and to the containment of the spread of the virus and pandemic.

#### **Art. 4 Breach of Rules**

4.1 In case of breach of the Customer to the provisions of the Regulation and of the Schedule of Services and Costs, the Management Office will be entitled, on behalf of the Grantor, to issue warning notices inviting the Customer to remedy as well as to apply, at its own discretion on the basis of the entity of the breach, penalties and to require the payments of the compensations on the basis of the costs as from time to time indicated in the Schedule of Services and Costs. After two written warnings by the Management Office or in case of repeated and serious breach of the Regulation and of the Schedule of Services and Costs, the Management Office will be entitled to terminate this Agreement pursuant to art. 1456 of the Italian Civil Code and to order to the Customer to leave the Residence, with the subsequent loss of the Security Deposit.

4.2 In order to apply the penalties and collect the amounts due by the Customer, the latter acknowledges and authorizes the Management Office to deduct from the Security Deposit all amounts due by the Customer that remains unpaid after 7 days from the request of the Management Office.

#### **Art. 5 Emergencies, Urgent works and Maintenance**

5.1 With regard to the repair and maintenance works, the Management Office will be entitled to carry them out in a way and at times that may vary according to the nature of the activity. The maintenance shall be only carried out by the personnel of the Grantor / appointed by the Grantor.

5.2 Emergencies - including emergencies to preserve the safety of the Residence and of the customers. The emergencies include, by way of example: fire, explosion, flooding or significant water leaks, presence of smoke of uncertain origin, unauthorised persons into the Residence, breaking and theft, evidence of structural damages, public order problems. In all such cases, the Management Office will be entitled to intervene as soon as possible and at any time after receiving communication to be sent by email and to the emergency number as indicated in the Schedule of Services and Costs. In any event of emergency works the Management Office reserves the right to move the Customer to a different Accommodation if so required in the circumstances.

5.3 Urgent Works – Amongst the urgent works, there are, by way of example, the heating malfunction during winter (December-February), the total lack of water and the electricity in the Accommodation, the detachment of the goods or parts of the Accommodation which endanger the safety of goods and persons. In such cases, the Management Office, informed by e-mail or through the emergency number, may intervene also out of office hours, in normal time to fix the problem which may be different depending on the urgency of the intervention. If the problems to be fixed are caused by the Customer, it shall pay the additional amounts for the intervention carried out out of office hours.

5.4 Maintenance -. In relation to any ordinary and extraordinary maintenance issue the Management Office is available only during office hours and it will not be permitted to contact the availability number during the night hours. The works for ordinary and extraordinary maintenance of the Residence will be communicated in advance by the appropriate signs affixed in the common areas of the Residence.

All communications of the Customer to the Management Office shall be sent to the following e-mail address:

**info.trieste@joivy.com** Annex: Schedule of Services and Costs\*\*\*

**Trieste**, Date \_\_/\_\_/\_\_

Signed by way of full acceptance

The Customer

Note: in case of minors: represented by

Surname \_\_\_\_\_ Name \_\_\_\_\_

Type and no. of document \_\_\_\_\_

Residing in \_\_\_\_\_ via \_\_\_\_\_

Tax code \_\_\_\_\_

expressly authorizes its presence at the Residence pursuant to articles 2 and 318 of the Italian Civil Code.

**TABELLA SERVIZI E COSTI/ SCHEDULE OF SERVICES AND COSTS**

**1. Check-In**

Obbligatorio dalle 16:00 alle 22:00/ Mandatory from 16:00 to 22:00

Gratis / Free of charge

Fuori dall'orario obbligatorio/ Outside mandatory hours

€50

**2. Check-Out**

Obbligatorio alle 09:00/ Mandatory at 09:00 am

Gratis / Free of charge

Fuori dall'orario obbligatorio/ Outside mandatory hours

€50

**2.1 Ospiti Short Stay(ove applicabile) check-out alle 10:00 / Short Stay Guests (if applicable) check-out at 10.00 am**

Gratis / Free of charge

**Servizi Inclusi / Services Included**

**3.1 Consumi / Utilities**

Acqua / Water

Elettricità / Electricity

Riscaldamento / Heating

Aria Condizionata / Air Conditioning (Dove presente / Where available)

Inclusi / Included

**\*Impianto riscaldamento e AC centralizzato gestito dal personale del Campus / Heater and AC system managed by the personnel of the Campus**

**3.2 Internet**

Connessione internet 24h / Internet Connection 24h

Incluso / Included

**3.3 Uso parti comuni / Use of Common Areas**

Accesso Lavanderia a gettoni / Access to Laundromat

Palestra / Gym (Dove presente / Where available)

Sala Studio / Study Room

Sala Relax / Relax Room

Reception

Incluso / Included

**3.4 Ricevimento posta/ Receipt of mail**

Condizionato alla firma dell'Autorizzazione Servizi/ Subject to signed Consent to the Services

Incluso negli orari della reception / Included in the working hours of the reception

**3.5 Ricevimento pacchi/ Receipt of deliveries**

Condizionato alla firma dell'Autorizzazione Servizi/ Subject to signed Consent to the Services

Incluso negli orari della reception / Included in the working hours of the reception

**3.6 Ricezione di raccomandate/ Receipt of registered letters**

Condizionato alla firma dell'Autorizzazione Servizi/ Subject to signed Consent to the Services

Incluso negli orari della reception / Included in the working hours of the reception

## **Servizi Extra / Additional Services**

### **4.1 Posto Auto**

Giornaliero / Daily €5

Mensile / Monthly 30€

### **4.2\* Pulizia Alloggio / Accommodation Cleaning Services**

#### **(i) A chiamata su richiesta del Cliente / On demand upon Customer's Request**

Da un minimo di €25 a seconda della quantità di lavoro necessario / from a minimum of €25 depending on the amount of work required

#### **(ii) Obbligatoria in caso di rilevate condizioni di pulizia insufficienti / Mandatory in the event of insufficient cleaning conditions**

Da un minimo di €30 – a seconda della quantità di lavoro / from a minimum of €30 depending on the work required

#### **(iii) Pulizia Settimanale una volta a settimana, 4 interventi mensili / Weekly Cleaning once a week, 4 interventions per month**

Da €60 a €120 al mese / From €60 to €120 per month (singola/single)

Da €80 a €180 al mese / From €80 to €180 per month (doppia/double)

#### **(iv) Pulizia Finale Obbligatoria / Mandatory Check Out Cleanings**

€95 camera singola / €125 camera doppia minimo oltre a eventuali costi aggiuntivi di penale per lavori necessari / €95 for single room / €125 for double room plus eventual additional costs for necessary works

### **4.3 Biancheria e Asciugamani / Bedsheets and Towels**

Cambio settimanale alla porta / Weekly change to the door

€45 alloggio singolo/ single accommodation

€65 doppia/ double accommodation

### **4.4 Deposito e smaltimento oggetti / Storage and disposal of Belongings**

Per oggetti lasciati nell'Alloggio alla fine del Contratto/ belongings left at the Accommodation at the end of the Contract

€100 giorno/ per day

### **4.5 Uso Lavanderia a Gettoni. Laundromat use**

Per ogni lavaggio o asciugatura/ For each washing or drying

€3,5 (servizio gestito da fornitori terzi) / €3,5 (services managed by third parties)

### **4.6 Pernottamento Ospiti / Overnight stay of Guests**

Dalla prima alla quattordicesima notte / From the first to the fourteenth night

€15 per notte / per night

#### **4.7.1 Restituzione deposito in Area SEPA / Deposit refund for Euro payments area**

€5

#### **4.7.2 Restituzione deposito Fuori Area SEPA / Deposit refund for non Euro payments area**

€35

## **Penalità addebitabili al Cliente in caso di violazioni del Regolamento/ Penalties charged to the Client for breach of Regulations**

### **5.1 Chiave/ Key**

Sostituzione serratura - chiave elettronica / Lock change – electronic Key

€150

Smarrimento badge / Badge Loss

€15

## **Immissioni / Nuisance**

### **5.2 Fumi, odori / Fumes, smells**

Da €50 a €500 a seconda della gravità dell'infrazione / From €50 to €500 based on the level of the infraction

## **DoveVivo Campus Srl Società**

Società soggetta all'Attività di Direzione e Coordinamento di DoveVivo S.p.A.  
campus.dovevivo.com

Viale Monte Nero, 6 - 20135 Milano

amministrazione@rtmliving.it

Tel: +39 051 64100

Cap.soc 100.000 euro I.V.

REA MI - 2587976

P.IVA 06938600480

**5.3 Rumore / Noises**

Da €50 a €500 a seconda della gravità dell'infrazione / From €50 to €500 based on the level of the infraction

**5.4 Blocco tubature causate dal Cliente / Drains block caused by the Client**

Intervento di riparazione / Repair

Da €150 a €500/ From €150 to €500

**5.5 Ripristino Alloggio/ Reinstatement of the Accomodation**

Modifiche e addizioni vietate/ Prohibited alterations

Da €200 a €1500 a seconda della gravità dell'infrazione / From €200 to €1500 based on the level of the infraction

**5.6 Danni alle pareti / Damages to walls**

Riparazione e tinteggiatura / Repair and Redecoration

€35/ ora manodopera più materiali a consuntivo / €35 per hour plus costs of materials consumed

**5.7 Installazione apparecchi elettrici aggiuntivi o nuovi allacci non autorizzati/ non authorized Installation of additional electrical items or new utilities connection**

Penalità / Penalty

€200 al giorno per ogni giorno di permanenza / €200 per day for each day of installation

**5.8 Feste e riunioni non autorizzate / Not authorized party and meetings**

Penalità / Penalty

Da €150 a €500 a seconda della gravità dell'infrazione / From €150 to €500 based on the level of the infraction

**5.9 Ostruzione porte e finestre, corridoi e parti comuni / Block to doors, corridors and common parts**

Penalità / Penalty

Da €50 a €500 a seconda della gravità dell'infrazione / From €50 to €500 based on the level of the infraction

**5.10 Parcheggio non autorizzato per auto, moto e cicli / Non authorized parking for vehicles, scooters and bicycles**

Penalità / Penalty

Da €50 a €250 a seconda della gravità dell'infrazione / From €50 to €250 based on the level of the infraction

**5.11 Immondizia / Rubbish**

Penalità / Penalty

Da €150 a €500 a seconda della gravità dell'infrazione / From €150 to €500 based on the level of the infraction

**5.12 Attivazione impianto antincendio / Activation of fire prevention system**

Per colpa del Cliente in assenza di emergenza / Caused by the Client in absence of an emergency

Da €150 a €1500 a seconda della gravità dell'infrazione / From €150 to €1500 based on the level of the infraction

In caso di reiterata infrazione al Regolamento la Direzione avra' facolta' di applicare penalita' addizionali come segue / in the event of reiterated breach to the Regulation the Management Office can apply further penalites as follows:

Da / From €25 sino a / up to €50 per infrazioni minori/ for minor infractions.

Da / From €50 sino a / up to €100 per infrazioni medie/ for medium infractions.

Da / From €100 sino a / up to €500 per infrazioni alte/ for large infractions.



**Danni Addebitabili al Cliente in caso di danni all'Alloggio / Damages chargeable to the Client for damages to the Accommodation**

**(i) Danni alla Camera / Room Damages**

Struttura letto / Bed  
fino a / up to €700

Materasso/ Mattress  
fino a / up to €400

Cuscino / Pillow  
fino a / up to €20

Coperta / Duvet  
fino a / up to €50

Armadio / Closet  
fino a / up to €400

Mensole / Shelves  
fino a / up to €50

Tende / Curtains  
fino a / up to €300

Scrivania / Desk  
fino a / up to €400

Tavolo / Table  
fino a / up to €200

Sedia / Chair  
fino a / up to €150

TV LED  
fino a / up to €350

**(ii) Danni alla cucina / Kitchen Damages**

Frigo / Fridge  
fino a / up to €500

Fornelli / Hob  
fino a / up to €300

Mobili cucina / Kitchen cupboards  
fino a / up to €800

**(iii) Danni al Bagno / Bathroom Damages**

Box Doccia / Shower box  
fino a / up to €350

Porte / Doors  
fino a / up to €500

Sanitari / Bathroom fittings  
fino a / up to €250

\* Le pulizie possono essere effettuate solo da personale del Concedente o nominato dal Concedente / The cleanings shall be only carried out by the personnel of the Grantor or appointed by the Grantor





**AUTORIZZAZIONE AI SERVIZI/ CONSENT TO SERVICES**

Gentile Cliente / Dear Customer

La nostra Residenza è lieta di offrirle una serie di servizi facoltativi per ricevere i quali, ove di interesse, la preghiamo di voler compilare e firmare il presente modulo e consegnarlo presso la Direzione.

Our Residence is pleased to offer you a range of additional services for which, in case of interest, please complete and sign the present form and hand it in to Reception.

**CLIENTE/ CUSTOMER**

**ALLOGGIO/ ACCOMMODATION**

**Ricevimento posta/ Receipt of mail**

SI/ YES NO

**Ricevimento pacchi/ Receipt of deliveries**

SI/ YES NO

**Ricezione di raccomandate/ Receipt of registered letters**

SI/ YES NO

**Effettuare pulizie all'Alloggio in mia assenza / Carrying out cleanings at the Accommodation in my absence**

SI/ YES NO

**Accedere all'Alloggio in mia assenza per consegnare brandine ed altro materiale da me richiesto / Accessing the Accommodation in my absence to deliver additional beds and items requested by me**

SI/ YES NO

Ove alcuno dei servizi non sia qui espressamente autorizzato, la Direzione non è responsabile per eventuali ritardi e/o per la mancata fornitura del servizio / Where the service is not hereby expressly authorized the Reception shall not be held responsible for delays or lack of supply of any such service

Autorizzo la Direzione della Residenza a prestare i Servizi di cui sopra/ I hereby expressly authorise Reception to supply the Services above.

**Trieste,** \_\_/\_\_/\_\_

Il Cliente/ The Customer

**PRIVACY INFORMATION AND CUSTOMER CONSENTS**

Via Fabio Severo, 40, 34127 Trieste

**Privacy Information - Customer**

In the context of the execution of the agreement entered into between DoveVivo Campus S.r.l. with a sole shareholder, as grantor, ("DV CAMPUS") and you, as customer, (the "Agreement"), DV CAMPUS, as manager of the Residence, will have the availability of some of your personal data, as indicated below. In compliance with article 13 of the EU Regulation no. 2016/679 (the "Regulation") and with Legislative Decree no. 196/2003, as amended by the Legislative Decree no. 101/2018 (jointly, the "Privacy Regulation") and in quality of your personal data controller, DV CAMPUS wishes to communicate to you the following information.

**Personal Data subject to Processing (the "Personal Data")**

At the reservation, or during the execution of the Agreement, DV CAMPUS will collect some of your personal data, such as, by way of example, name, surname, tax code, e-mail address, certified e-mail ("PEC") (where applicable) telephone number, address, data relating to the reservation, billing data and data related to the credit card (the "Personal Data").

A wifi connection system, which can be accessed using credentials or via social network login, is present in the Residence. DV CAMPUS does not collect information regarding the use of such service (connection time, sites visited, etc.).

A video surveillance system is installed in the common areas of the Residence, active 24 hours a day. The images taken by the system are visible online by the operator at the reception and are recorded.

Access to the Residence and to the rooms is permitted through badges. The system verifies that whoever accesses is entitled to do so and records the use of badges.

**Data Controller**

The data controller of the Personal Data is DoveVivo Campus S.r.l. with a sole shareholder, tax code and VAT code 06938600480, with registered offices in Milan, Viale Monte Nero 6 (the "Data Controller"). The Data Controller may be contacted to the following e-mail address [amministrazione.campus@joivy.com](mailto:amministrazione.campus@joivy.com).

**Data processing purpose**

Your Personal Data will be processed by the Data Controller for the following purposes:

- correct execution of the Agreement and management of the related payments;
- with reference to the processing of the data collected by the video surveillance systems and badge systems, to guarantee the safety of the persons and the protection of the assets present in the Residence;
- sending of newsletters with communications relating to discounts, partnerships, events, surveys etc. through email and/or app, subject to your written consent.

**Legal basis of the Processing**

The Data Controller will lawfully process your Personal Data on the following legal basis:

- because your Personal Data are necessary for the execution of the Agreement;
- for the fulfilment of the Data Controller's legal obligations, including, by way of example, the identification obligations set out in the Legislative Decree no. 593/1927, transformed in the Law no. 290/1928, as subsequently amended ("Testo Unico in Materia di Pubblica Sicurezza - TULPS");
- on the basis of the DV CAMPUS's vested interest to guarantee the safety of the accesses to the Residence, in full respect of your fundamental rights, in case of data collected by the video surveillance systems installed and regularly signalled in the Residence and by the badge systems;
- on the basis of your express written consent, with reference to the sending of newsletters with communications relating to

discounts, partnerships, events, surveys etc. through email and/or app.

### **Consequences of the non-communication of the Personal Data**

Where the legal base of the data processing is the execution of the Agreement, the non-communication of your Personal Data according to the provisions of this notice will not allow the Data Controller to proceed with the correct execution of the Agreement.

### **Data storage**

The Personal Data, subject to the processing for the above-mentioned purposes, will be retained for a period equal to the term of the Agreement, and, subsequently, for the period during which the Data Controller is subject to retention obligations for tax purposes or for other reasons required by law. After that, the Personal Data will be anonymized.

The video surveillance recordings will be retained for 7 days.

The Personal Data relating to the use of badges will be retained for 30 days.

The Personal Data used with your consent for sending newsletters etc. will be retained for 2 years.

Your Personal Data will be stored by means of paper and electronic archives, including mobile devices, taking suitable measures to guarantee the safety thereof and to limit the access only to the authorized personnel by the Data Controller and within the above-mentioned purposes.

### **Communication of data to third parties**

Your Personal Data may be communicated to the following third parties:

1. service companies (such as, for example, providers of the technical and postal services and video surveillance services) which shall carry out the activities functional or connected to the execution of the Agreement;
2. advisors, accountants or lawyers which supply services to DV CAMPUS;
3. public security, judicial or administrative authorities for the fulfilment of legal obligations.

### **Transfer of the Personal Data to Extra EU Countries**

Your Personal Data shall not be transferred to the Extra EU countries.

### **Personal Data Profiling**

Your Personal Data shall be not subject to Personal Data profiling.

### **Guest's rights**

Amongst your rights provided by the Regulation there are:

- to request and to obtain from the Data Controller access to your Personal Data;
- to request and to obtain from the Data Controller the amendment of your Personal Data which are wrong or the integration of those which are not complete according to the terms and conditions set out in article 16 of the Regulation;
- to require and to obtain from the Data Controller the cancellation of your Personal Data, upon the occurrence of one of the conditions indicated in the article 17, paragraph 1 of the Regulation and in compliance with the exceptions provided in the paragraph 3 of the same article;
- to require and to obtain from the Data Controller the limitation of the processing of your Personal Data according to the terms and conditions set out in the article 18, paragraph 1, of the Regulation;
- to require and to obtain from the Data Controller your Personal Data in a format readable through an automatic device, also in order to communicate such data to any other data controller (the so-called right to the portability of the personal data) according to the terms and conditions set out in the article 20 of the Regulation;

- to oppose to the processing of your Personal Data according to the terms and conditions set out in the article 21 of the Regulation at any time;
- to withdraw at any time your consent, where given, in compliance with the article 7 of the Regulation;
- to lodge a complaint to the Italian Data Protection Authority (“Autorità Garante per la protezione dei dati personali”) ([www.garanteprivacy.it](http://www.garanteprivacy.it)) or to any other competent supervisory authority.

### Consent

I declare to have read this notice and:

- Consent**  
 **Do not consent**

To the processing of personal data for the sending of newsletters with communications relating to discounts, partnerships, events, surveys etc. through email and/or app.

The provision of consent is optional and your data will be used exclusively by DoveVivo Campus S.r.l.

**Trieste**, Date \_\_/\_\_/\_\_

Signature



## **Annex to Dove Vivo Campus by Joivy Residence Regulations**

Collegio Fonda students must comply with Dove Vivo Campus by Joivy - Campus Trieste's Residence Regulations, like all other guests. However, as beneficiaries of an accommodation directly managed by Dove Vivo Campus by Joivy - Campus Trieste but assigned and paid by Collegio Fonda, College students must respond to Joivy Management Office and Collegio Fonda in case of non-compliance with the Residence Regulations. Therefore, for College students only, the following articles of said document are hereby modified as follows:

- 1.2 The Management Office and Collegio Fonda shall be entitled to restrict access to any Guest at their discretion and for safety reasons.
- 4.1 In case of breach of the Customer to the provisions of the Regulation and of the Schedule of Services and Costs, the Management Office and Collegio Fonda will be entitled, on behalf of the Grantor, to issue warning notices inviting the Customer to remedy as well as to apply, at their discretion based on the entity of the breach, penalties and to require the payments of the compensations based on the costs as indicated in the Schedule of Services and Costs. After two written warnings by the Management Office and/or by Collegio Fonda, or in case of a repeated and severe breach of the Regulation and the Schedule of Services and Costs, the Management Office will be entitled to terminate this Agreement according to art. 1456 of the Italian Civil Code and to order the Customer to leave the Residence, with the subsequent loss of the Security Deposit and Collegio Fonda, may determine immediate expulsion from the College.
- 4.2 To apply the penalties and collect the amounts due by the Customer, the latter will be required to pay all amounts due within seven days from the Management Office's request. Failure to do so will result in immediate expulsion from the College.

It is further specified that "the Customer" means "the College student," and "the College" means "the Collegio Universitario "Luciano Fonda".

By signing, you acknowledge that you have read and accepted this Annex to Dove Vivo Campus by Joivy - Campus Trieste Residence Regulations.

Student name and surname \_\_\_\_\_

Date \_\_\_\_\_ Signature for acknowledgement \_\_\_\_\_