

## GENERAL TERMS AND CONDITIONS A.Y 2025 - 2026

The General Terms and Conditions of Assignment of Lodging ("GT&CA") 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").

### 1) Assignment and taking charge of an Accommodation

1. The agreement of assignment of an accommodation (as defined below) 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"). The Assignee acknowledges that In-Domus will not proceed with the Acceptance until the Assignee has paid the cautionary deposit as well as the first installment as per art. 3 below.
2. The assignment of the accommodation specified in the Agreement ("the Accommodation") is personal, and therefore it is exclusively reserved for the Assignee, who may not:
  - a) transfer or otherwise allow its use to third parties, not even temporarily;
  - b) dispose of the Accommodation in whole or in favor of third parties;
  - c) to give hospitality to third parties, 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 guest overnight;
- Iridium, in which it is possible to have a guest overnight for a maximum of 3 nights a month, for every single month of the calendar;
- Iridium Plus, in which it is possible to have a guest overnight for a maximum of 6 nights a month, for every single month of the calendar;
- Platinum, in which it is possible to have a guest overnight for a maximum of 10 nights a month, for every single month of the calendar.

3. At check-in, the Assignee shall provide a valid identity document.
4. The Assignee is required to have and provide, upon request, appropriate documentation certifying compliance with the requirements established by the applicable regulations concerning Covid-19 health emergency and any other regulations adopted to protect public health and/or public safety.
5. The Assignee acknowledges that 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 be done, 7 days a week, at a time previously agreed with the reception of In-Domus, by e-mail. On the occasion of check-in, the Assignee is also given the check-in form, which includes the inventory of the initial equipment of the Accommodation, which must be returned within 3 (three) days of arrival with the indications of any reports regarding the state of the Accommodation; if the form is not returned, it is equivalent to a declaration that everything in the room is in perfect conditions.
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.
9. Unless otherwise specified by In-Domus, it is possible to have up to 2 (two) guests per day for each resident, who must be duly registered at reception, and who may access and stay in the building between 8:00 a.m. and midnight of the same day.

## 2) Duration and Fee of the Agreement

1. The duration of 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, delayed or offset for any claim or exceptions of the Assignee, regardless the title and the reason.
4. No automatic renewal of the Agreement is permitted.
5. Clause of risk sharing for extraordinary energy cost increase: The fee indicated in the Assignment Request Form will be supplemented by €1/day for the duration of the Contract, in the case of the average daily costs of the price PUN (€/MWh) of the electricity collected and published by GME (<https://www.mercatoelettrico.org/It/Statistiche/ME/DatiSintesi.aspx>) during the term of the contract is greater than €200,00.

## 3) Cautionary Deposit and first Installment

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 installment of the fee, as indicated in the Assignment Request Form itself. The cautionary deposit is a guarantee for any possible losses or damages that will be billed to the Assignee, when ascertained, preferably conducted jointly at check-out, or as better provided for in the following art. 9.
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 60 (sixty) 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 installment 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 installment

1. The payment of each fee installment 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 penalty of Euro 60 (sixty/00) penalty for every single delay.
2. In case of payment delay for more than 15 days (fifteen) after the deadlines indicated in the previous paragraph 4.1, In-Domus may consider the Agreement 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 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 and the instructions and information available at the Campus and/or provided by In-Domus. 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, and (ii) by allowing In-Domus access to the Accommodation as provided for in article 13 below.
2. Damages and losses possibly caused shall be refunded by the Assignee at the cost indicated in the price list provided by In-Domus (Attachment A – Cost of Repairs and Replacement) that the Assignee expressly declares to accept. 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 value of the damage or shortage as specified in paragraphs 5.1 and 5.2 above must be paid by the Assignee upon presentation of a regular invoice by In-Domus following the assessment of the damage or shortage.
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 Euros 15.00 (fifteen/00).

## 6) Compulsory change of assigned place

1. The Assignee acknowledges and accepts that In-Domus, with a notice of at least 30 (thirty), 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 even 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 10.3 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 10.3 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 (two) 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 installment 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 [info@in-domus.it](mailto:info@in-domus.it) and must indicate the desired check-out day.
3. Without prejudice to the provision of article 6.1, in the event of withdrawal pursuant to article 7.2, the Assignee must provide In-Domus with a notice period equal to the number of days between the date of the withdrawal notice and the last day of the following calendar month. It is agreed between the Parties that the Assignee must pay In-Domus, in addition to the amounts contractually owned for the duration of the notice period (including charges related to any possible Extraordinary Service), an amount equal to 2 (two) months' fees as a penalty for early termination. For the avoidance of doubt, the total fees payable by the Assignee shall not exceed the amount of total fees provided for in the Assignment Request Form.

## 8) Maintaining of the common areas and accommodation

1. Study rooms/Gym/Game Room/Common areas: study rooms, gym, game room and other common areas are available within the campuses. At the end of the use, the study station must be cleared of any personal effects. In-Domus reserves the right to remove personal effects left unattended by occupying the stations.
2. Common kitchens and meal areas: Guests who use them must carry out the cooking operations and subsequent cleaning / sanitization with the utmost diligence and in compliance with the procedures in force and exposed. At the end of the use of the kitchen, all personal property and any waste must be removed. In-Domus reserves the right to remove objects left unattended in common kitchens and dining areas. Please note that the guest is directly responsible for the cleaning of the microwave ovens and ovens and for the proper storage of food in refrigerators and freezers. It is also the guest's responsibility to carry out the correct separation of waste as required by local regulations.
3. Waste sorting: the guest is responsible for the correct separation of the waste.
4. Accommodation: to allow the cleaning operations by the staff in charge to be carried out with maximum effectiveness reaching optimal quality standards, it is requested that on the scheduled day of cleaning the guest clears the surfaces such as, for example, the desk and lifts personal belongings from the ground. The following are prohibited:
  - drill holes or affix posters, photos or other objects to the walls or other surfaces of the Accommodation, with the exception of dedicated spaces (notice boards);
  - introduce furniture and/or small furnishings that substantially change the layout of the room. In any case, the guest must be authorized by the reception of reference before proceeding with any change in the furnishings and the relative disposition;
  - bring bicycles within the campus except in specially identified areas;

It is also noted that the guest is directly responsible for cleaning the refrigerators, ovens, microwave ovens located inside the apartments. It is also the responsibility of the guest to carry out the correct separation of waste as required by local regulations and to deliver them in the appropriate areas of collection, the above also in order to ensure appropriate hygiene standards and avoid odors.

In-Domus reserves the right to apply sanctions in the event of non-compliance with the above.

The Assignee acknowledges and recognizes that the obligation to keep both own property and assets used by the same is the responsibility of himself. Therefore, the Assignee indemnify In-Domus from any responsibility in this regard.

## 9) 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 (seven) days of advanced notice from departure. For organizational reasons, check-out can only take place by appointment to be fixed by email with the campus reception. The Accommodation must be emptied of personal belongings by 10:00 AM of the last day of contract.
2. In case it is not possible to agree on a check-out appointment in the presence of an In-Domus representative, the Assignee waives to any dispute regarding the claim for damages made by In-Domus against the Assignee for any damages and/or shortages detected by In-Domus, and which will be charged as provided for in the preceding article 5.
3. At check-out, the Assignee shall underwrite the check-out form, empty the room and the locker (in case the latter is assigned) from every personal effect and garbage, if any, and hand back the access badge of the Accommodation. In case check-out should be conduct ex officio without the Assignee as set forth in art. Art 9.2 the form will be filled out by an In-Domus representative.
4. Any damage to or loss, in comparison to the check-in inventory provided in article 1.7 above, found at check-out will be charged to the Assignee accordingly to article 5 of the Agreement.
5. In case of late return of the Accommodation, the Assignee will be charged a penalty of Euros 60.00 (sixty) for every day of delay, without prejudice to In-Domus' right to claim higher damages caused by such late return.

6. 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 housing solution downloadable on the In-Domus website.

## 10) In-Domus indemnity

1. In-Domus is expressly indemnified from all responsibilities for any damage, directly or indirectly may result 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 (ii) from the lack of respect of the prescription of paragraph 5.1, (iii) from fraudulent or malicious act of other guests or third parties, by way of example but not limited to, in the event of theft, shortage or damage to personal belongings of the Assignee, in any part of the Campus they have occurred, both during the contractual period and during any deposit in the room and / or in a dedicated common space.
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).
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.

## 11) 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. The fees listed in the Attachment B (Administrative Fee) should be considered by way of example without prejudice to the right of In-Domus of compensation for greater damages. In-Domus has also the right to proceed with the cancellation of the assigned lodging place and with the termination 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 installment 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, good morals, and laws and/or local regulations (provincial, municipal, and building) in force;
  - vi. repeated prohibited behaviors listed in the Attachment B mentioned in art. 11.1.
2. The written warning set forth in article 11.1 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.

3. In the cases described in point 11.1. above, In-Domus has the right to immediately and automatically revoke the Accommodation. The revocation of the Assignee's Accommodation, by In-Domus 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.
4. In case of cancellation of the Accommodation, the Assignee:
  - a) shall be no longer eligible for any assignment place in an In-Domus Campus;
  - b) shall receive no refund of any paid fee and shall in any case be obliged to pay three monthly installments, by way of penalty.

## 12) Use of IT Facilities

1. If the Assignee uses 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.
2. 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 IT Facilities by the Assignee in violation of the law, of the Terms of Use and/or of the instructions provided by In-Domus.

## 13) Video Surveillance of the common areas an 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; 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 11.1.

## 14) 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](mailto: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.



## 15) Privacy

Signing the present GT&CA, 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 here to.

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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); 2.5 (Fee supplement resulting from an increase in electricity prices during the term of the contract equal to or greater than €200,00 compared to the PUN average published by GME) 2.2 (Payment obligation even in case of lack of use of the Accommodation); 3.1 (Cautionary Deposit and first installment fee); 4.1 and 4.2 (Late payment of the fee installment); 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 IT- Facilities); 12 (In-Domus' right to access the Accommodation) and 13 (Jurisdiction and communication).

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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).

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Date

Signature

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

### **A. 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 complaint with the GDPR lawfulness, fairness and transparency Principles in order to protect your Rights.

### **B. Personal Data Collected**

The Personal Data Collected are mainly:

- i. identifying Data (Business name or name and surname of natural persons, headquarter, phone, fax, e-mail, financial data, etc.);
- ii. 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).
- iii. “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

### **C. Data Controller Contact Data**

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

Headquarter: Via Mario del Monaco, 4, 20157 MILANO

Phone: 02 45377590

E-mail: [privacy@in-domus.it](mailto:privacy@in-domus.it)

### **D. 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:

Purpose of processing	Lawfulness of processing	Type of data	Data Storage Period	Recipients Categories
<b>Purpose 1</b>	Legal Obligation	<ul style="list-style-type: none"> <li>• Identification Data</li> <li>• Personal Data</li> </ul>	Until termination of Contract and for a further 10 years period	*
<b>Purpose 2</b>	Contract	<ul style="list-style-type: none"> <li>• Identification Data</li> <li>• Personal Data</li> </ul>	Until termination of Contract and for a further 10 years period	*
<b>Purpose 3</b>	Contract (plus Consent to possibly collect Personal Data concerning health)	<ul style="list-style-type: none"> <li>• Identification Data</li> <li>• Personal Data</li> <li>• Data concerning health</li> <li>• Data related to presence</li> </ul>	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)	*
<b>Purpose 4</b>	Contract (with regard to information concerning provided and requested services)	<ul style="list-style-type: none"> <li>• Identification Data</li> <li>• Personal Data</li> </ul>	Until the execution of the request or the accomplishment of the practice	*

<b>Purpose 5</b>	Contract	<ul style="list-style-type: none"> <li>• Identification Data</li> <li>• Personal Data</li> </ul>	Until termination of Contract and for a further 10 years period	*
<b>Purpose 6</b>	Contract	<ul style="list-style-type: none"> <li>• Images and audio-video recordings</li> <li>• Any additional Identifying Data and Contact Data</li> </ul>	For the duration of the Event	*
<b>Purpose 7</b>	Contract	<ul style="list-style-type: none"> <li>• Images and audio-video recordings</li> <li>• Contact Data</li> </ul>	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	*
<b>Purpose 8</b>	Contract	<ul style="list-style-type: none"> <li>• Any additional identification Data</li> <li>• Data and Contact Data</li> </ul>	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:

- 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 subsidize 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.

#### **E. Data Retention Period**

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

#### **F. 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](mailto: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.**

#### **G. 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>.

#### **H. Mandatory Provision of Personal Data and nature of the Prevision 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/recording 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.

### **I. 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.

### **L. 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: <https://www.in-domus.it/privacy-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

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(Name and Last Name)

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 purposes set forth in letter C point 3 of the aforementioned "PRIVACY NOTICE PURSUANT TO ARTICLE 13 OF EUROPEAN REGULATION NO. 2016/679" (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 the processing of their personal data for the purposes set out in letter C point 6 of the aforementioned "PRIVACY NOTICE PURSUANT TO ARTICLE 13 OF EUROPEAN REGULATION NO. 2016/679" (that is, to carry out, even by means of appointed third parties of audiovisual footage and / or photographs of the interested party in the case of participation in Events organized by the Owner).

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

to his/her Personal Data Processing in order to pursue the purposes set forth in letter C point 7 of the aforementioned "PRIVACY NOTICE PURSUANT TO ARTICLE 13 OF EUROPEAN REGULATION NO. 2016/679" (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 his/her Personal Data Processing in order to pursue the purposes set forth in letter C point 8 of the aforementioned "PRIVACY NOTICE PURSUANT TO ARTICLE 13 OF EUROPEAN REGULATION NO. 2016/679" (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).

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Date

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Signature

## COST OF REPAIRS AND REPLACEMENT (DOCUMENT A)

KITCHEN	STARTING PRICE
Freezer door	€ 110,00
Fridge handle	€ 70,00
Freezer door	€ 70,00
Fridge bottle shelf	€ 50,00
Fridge butter door	€ 70,00
Small refrigerator	€ 380,00
Fridge	€ 380,00 / € 580,00
Fridge/freezer cleaning	€ 10,00
Cooker hood	€ 180,00
Sink	€ 350,00
Faucet	€ 100,00
Induction stoves 2/4 burners	€ 300,00 / € 400,00
Microwave	€ 150,00
Electric Oven	€ 450,00
Kitchen shelf	€ 50,00
Table	€ 250,00
Chair	€ 80,00
Garbage bin	€ 10,00

  

BATHROOM	STARTING PRICE
Manual unblocking of washbasin, bidet, WC and shower	€ 25,00
Replacement of sink in the bathroom	€ 210,00
Repainting of the bathroom	€ 50,00
Shower box/Shower tray	€ 530,00 / € 400,00
Hooks/bars for towels & toilet paper	€ 20,00
Toilet brush	€ 30,00
Bath closet with mirror	€ 130,00
Soap Dish	€ 20,00
Extra Bathroom cleaning	€ 15,00
Toilet/bidet	€ 250,00
Toilet seat	€ 45,00
Sink faucet/Showerhead	€ 150,00
Under sink cabinet	€ 300,00
Mirror lights	€ 50,00

  

LIGHTS	STARTING PRICE
Ceiling light (*broken lamp guaranteed from the manager)	€ 100,00
Study Lamp	€ 80,00
Wall Lamp	€ 80,00

DOOR	STARTING PRICE
Replacement of electronic door lock	€ 350,00
Badge	€ 15,00
Internal door badge reader	€ 400,00
External door badge reader	€ 400,00

BEDROOM	STARTING PRICE
Wardrobe	€ 700,00
Wall hanger	€ 50,00
Bedside table	€ 100,00
Desk	€ 250,00
Chair	€ 90,00
Armchair	€ 150,00
Single Bed	€ 600,00
French Bed	€ 800,00
Mattress (80x200)	€ 200,00
Mattress (120x200)	€ 350,00
Pillow	€ 40,00
Wool Blanket	€ 40,00
Bed cover	€ 40,00
Set of sheets	€ 40,00
Pillow cover	€ 10,00
Mattress cover	€ 15,00
Bath towels	€ 20,00
Library/shelves	€ 300,00 / 150,00
Notice board	€ 40,00

OTHER*	STARTING PRICE
Repainting of one wall	€ 50,00
Thermostat	€ 400,00
Telephone	€ 50,00
Extra window cleaning (per room)	From € 10,00 to € 20,00
Curtains	€ 200,00
Window handle	€ 150,00
Window hinge	€ 200,00

\* All the other repairs/ replacements not listed above will be quoted separately

## ADMINISTRATIVE FEE (ATTACHMENT B)

From 20 (twenty/00) to 50 (fifty/00) Euros per episode	From 50 (fifty/00) to 100 (onehundred/00) Euros per episode	From 100 (one hundred/00) up to the amount of the damage incurred per event
Negligence in keeping the Accommodation tidy and clean.	Use of cooking appliances within the Accommodation (including but not limited to: electric or gas stoves, hotplates, oil fryers, grills, sandwich presses, or electric heaters) is prohibited. The introduction of other appliances and/or electrical devices, such as electric scooters, is allowed only with prior written authorization from In-Domus, which reserves the right to charge a monthly fee (including but not limited to: personal refrigerators/freezers and electric scooters).	Tampering with: <ul style="list-style-type: none"> <li>• Fire extinguishers</li> <li>• Hydrants</li> <li>• Alarm systems</li> <li>• Electrical systems</li> <li>• Heating systems</li> <li>• Air conditioning systems present on the Campus.</li> </ul>
It's forbidden to leave personal effects in the common spaces and evacuation areas.		Covering a smoke detector: €200.00
Disturbance and trouble to the other guests and neighbors, in particular between 11:00 PM and 8:00AM.		Repeated violation of any rule established in the Regulations, regardless of the type or severity of the infraction.
Non-compliance with the time rules of the Campus.		
Misconduct towards the In-Domus staff and the other guests.	Failure to comply with the no-smoking policy within the Campus, including traditional cigarettes and electronic devices, is prohibited. In-Domus staff is authorized to access the Accommodation at any time to verify any violations.	
Unauthorized external guests over the limit of 2 (two) in the Campus.		
Unauthorized external guests outside the permitted time (12PM – 8AM).	Failure to comply with the Terms of Use or misuse of IT Facilities.	
Non-compliance with the maximum capacity limit of the common spaces and the rooms.	Repeated antisocial behavior, including but not limited to: playing loud music or incidents of drunkenness.	
The introduction of animals of any kind within the In-Domus campuses is prohibited, except for guide dogs for the visually impaired.	Intentional or grossly negligent damage to Campus property or belongings of other Residents.	
Unauthorized use of common areas requiring a reservation (e.g. study rooms).		
Violation or breach of regulations, in the event that Covid-related measures or other regulations issued to protect public health and/or public safety come into effect.	Violation of rules regarding the use of common facilities, resulting in the activation of the fire alarm system.	