ISNVD ANNUAL MEETING

Ferrara, Italy, May 30-31, 2019

## Hotel Accomodation Form (to be sent back to the Organising Secretariat)

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

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Town \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## INVOICING DATA

Surname Name / Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Town – Postal Code – Region \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CF or VAT Nr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Organising Secretary has reserved a certain number of rooms at special rates,

near the event’s location.

|  |  | **Single Room** | **Double room** **single use** | **Twins/double room** | **Tourist tax (person/day)** |
| --- | --- | --- | --- | --- | --- |
|  | Hotel \*\*\*\* |  | € 125,00 | € 145,00 | € 2,50 |
|  | Hotel \*\*\* | € 66,00 | € 78,00 | € 94,00 | € 2,00 |

**The price includes breakfast**

**I’d like to book a** □SINGLE □DSU □DBL room **Arrival\_\_\_\_\_\_\_\_\_\_\_\_ Departure\_\_\_\_\_\_\_\_\_\_\_**

**PAYMENT TERMS**

□Transfer to bank account (account number will be given on the room confirmation)

□Credit Card (authorization form will be sent with the room confirmation)

For reservations that need to be cancelled or amended:

By **10.05.2019 (incl.)** – the participants get the full refund of their prepayments.

On and after **10.05.2019** - no refund will be provided **as the reservation is guaranteed then.**

**MCR -** Cso Isonzo 53 - 44121 Ferrara Italy Fax 0532213560 mail info@mrferrara.org

**Privacy Policy**

**Personal Data Protection Code**

The present document describes terms and conditions to handle users' personal data. Users' data are needed to register to the events organized and managed by MCR
The Code is written in compliance with the Legislative Decree 196/03 - art. 13 - Personal Data Protection Code.

The Holder of the personal data used for executing the on-line registration is MCR All data are collected and recorded in MCR headquarter and processed by staff in charge of the processing either by external staff occasionally involved in data maintenance and recovery.

**The parties' rights**

A data subject shall have the right to obtain confirmation as to whether or not his personal data exist and know their content and source.
A data subject shall have the right to obtain updating, straightening or, where interested therein, integration of the data, erasure, conversion in anonymous form or blocking of data that have been processed unlawfully. The subject shall also have the right to object in whole or in part, to any data processing on legitimate grounds. Possible applications shall be addressed to MCR, as data treatment Holder.

**Data treated**

When a user registers online he/she is asked to fill in some personal data (name, surname, email etc.) as well as, the personal data of possible accompanying person.

The personal data supplied are used by the MCR to supply the services.

The personal data are not set about or communicated to third subjects, except if the communication is obligated by law or it is necessary for the fulfillment of the applications.

The users shall decide to provide or not their personal data, however sometimes no service could be provided lacking users' data.

Besides, MCR may ask you to give the number of your credit card or other information concerning payment conditions. The aforesaid personal data, in case of hotel booking, could be notified to third entities (eg. hotels) as reservation guarantee.

In addition, it could be necessary for registered users to provide also sensitive data (eg. health needs etc.). In the event, the party should, in compliance with the law, express his/her written consent on the downloaded specific form signing and faxing it back (by email if previously scanned).
Lacking the aforementioned written consent, MCR will not be able to guarantee the quality service offered.

The personal data provided by users for further purposes (eg. news on future event managed by MCR, business activities, surveys) will be only used for the aforesaid purposes and, if necessary, could be notified to third entities (eg. mailing etc).

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*Besides the above mentioned already, such purposes include:*

* *business activities and future events of MCR;*
* *analysis and research activities in order to manage, protect and improve our services;*

**Rules applying to data protection and handling**

Personal data are processed by automated tools and kept in a form which permits identification of the data subject for no longer than is necessary for the purposes for which the data were collected or subsequently processed.
Safety measures are undertaken by MCR to prevent data losses, unlawful or/and incorrect uses or unauthorized accesses.
Processed data will be constantly updated and completed, and, for this purpose, users are kindly invited to notify to MCR possible updates.
All data are collected and recorded could be accessed only by employees and external staff in charge of the processing needing these kinds of information to be able to work as well as to manage, develop and improve our services