

	System Documentation – GDPR 2016/679 EHMA – European Hotel Managers Association Secretariat Via Cassiodoro 19, 00193 Rome – Italy Tel: +39 06 47824556 Fax: +39 06 47880826 Email: secretariat.ehma@gmail.com www.ehma.com FC: 80416560581	Model	INF01
		Revision	1 update as of 30.09.2019
		Page 1 of 3	
Complete information in accordance with art. 13 of EU Regulation 2016/679 for the members			

In accordance with Article 13 of EU Regulation 2016/679 (General Data Protection Regulation – GDPR), the European Hotel Managers Association (EHMA), with its registered and operational headquarters in Rome, acting as Data Controller, provides the following information regarding the processing of your personal data.

1. Data Controller

Pursuant to Article 4(7) of the GDPR, the Data Controller is the European Hotel Managers Association (EHMA), with registered office at Via Cassiodoro 19, 00193 Rome, Italy.

2. Purpose, Legal Basis and Nature of Data Processing

Personal data—generally collected at the time of registration—will be processed in full compliance with your privacy and solely for purposes related to the Association’s activities, in particular:

- a) to comply with accounting, tax, and administrative obligations;
- b) to pursue specific and legitimate purposes set out in the Association’s Statute;
- c) to promote EHMA events addressing topics of common interest (including new technologies, industry trends, challenges, interpersonal relations, and market research within the European hospitality sector);
- d) to communicate the Association’s institutional activities (including, but not limited to, notices of ordinary and extraordinary General Meetings, national meetings, and Management Council meetings);
- e) to comply with national and European laws, regulations, and statutory provisions;
- f) to facilitate networking with EHMA partners, enabling them to present their products and/or services and to foster professional relationships with members;
- g) to promote the Association’s activities via the official EHMA website, including the publication of members’ photos and contact details.

Legal basis:

- Processing under points **a)** and **e)** is based on Article 6(1)(c) GDPR (compliance with a legal obligation) and does not require consent.
- Processing under points **c)** and **d)** is based on Article 6(1)(b) GDPR (performance of a contract or membership relationship) and does not require consent.

	System Documentation – GDPR 2016/679 EHMA – European Hotel Managers Association Secretariat Via Cassiodoro 19, 00193 Rome – Italy Tel: +39 06 47824556 Fax: +39 06 47880826 Email: secretariat.ehma@gmail.com www.ehma.com FC: 80416560581	Model	INF01
		Revision	1 update as of 30.09.2019
		Page 2 of 3	
Complete information in accordance with art. 13 of EU Regulation 2016/679 for the members			

- Processing under points **f)** and **g)** is based on Article 6(1)(a) GDPR (consent of the data subject).

3. Recipients of Personal Data

Your personal data will be processed by the EHMA Secretariat and may be shared with:

- public authorities, where required by law or contractual obligations;
- banks for the management of membership fee payments;
- third-party service providers (e.g. hotels) to ensure hospitality services during EHMA events;
- consultants and external companies appointed to provide services on behalf of EHMA;
- service providers responsible for hosting and maintaining the EHMA website;
- selected EHMA partners for promotional and commercial communications (subject to consent);
- providers of IT systems and telecommunications services;
- professional advisors or other service providers related to hospitality services.

Personal data will be processed for the entire duration of the membership relationship and thereafter as required to comply with legal obligations.

An updated list of external data processors can be requested from the EHMA Secretariat.

4. Transfers to Third Countries

Some personal data may be transferred to recipients located outside the European Economic Area (EEA). EHMA ensures that such transfers are carried out in compliance with applicable data protection laws, based on adequacy decisions, Standard Contractual Clauses approved by the European Commission, or other appropriate safeguards.

5. Data Retention

Personal data will be retained for the duration of the membership relationship and, thereafter, for as long as necessary to comply with legal obligations. Certain data (such as name, address, and company details) may be retained for up to 10 years for administrative and/or fiscal purposes.

	System Documentation – GDPR 2016/679 EHMA – European Hotel Managers Association Secretariat Via Cassiodoro 19, 00193 Rome – Italy Tel: +39 06 47824556 Fax: +39 06 47880826 Email: secretariat.ehma@gmail.com www.ehma.com FC: 80416560581	Model	INF01
		Revision	1 update as of 30.09.2019
			Page 3 of 3
Complete information in accordance with art. 13 of EU Regulation 2016/679 for the members			

6. Rights of the Data Subject

You have the right to:

- access your personal data;
- request rectification or erasure;
- restrict or object to processing;
- request data portability;
- object to automated decision-making, including profiling;
- lodge a complaint with a supervisory authority.

You may withdraw your consent at any time, without affecting the lawfulness of processing carried out prior to withdrawal.

For further details, please refer to Articles 15 et seq. of the GDPR.

To exercise your rights, please contact the EHMA Secretariat at: secretariat.ehma@gmail.com

7. Automated Decision-Making

EHMA does not carry out automated decision-making processes, including profiling, that produce legal effects or significantly affect individuals.

The Data Controller
EHMA – European Hotel Managers Association