



## INFORMATION CIRCULAR ABOUT SERVICE ACCESS TO ZTL BUS TURISTICI

( PO 19 MOD 1 Rev. 11 del 05/08/2019 )

For the current tourist season, the TOURIST BUS service provides the following facilities :

**CHECK-POINT** at the parking lot “FAGIOLONE” in via di Pescaia, also used as a **PARKING AREA**

### MOORING AND DEPARTURE PLACES.

- Area SAN PROSPERO (Fortezza Medicea) ... ..12 parking spots
- P.ta SAN MARCO.....2 parking spot area
- PESCAIA ALTA.....5 parking spots  
Piazza AMENDOLA .....3 parking spots

Groups that arrive in Siena without a reservation must go to the CHECK-POINT where, subject to availability at the time, will receive guidelines on: the place and time of BERTHING, PARKING and DEPARTURE according to the time NEEDED.

We would like to remind you that circulation is not allowed during the school period of each year, from 12.00 to 2.00 p.m., with the exception of public holidays and school holidays. During the periods of prohibition, a shuttle bus will operate continuously from the Fagiolone Check Point to Risalita di Fontebranda. The shuttle will not be charged exclusively for the tourist groups that have paid the fare for the access to the ZTL Tourist Bus through the system managed by Siena Parking. We would like to remind you that the circulation is not allowed in the Area Pescaia Alta from 07,00 to 09,00, during the school period of each year, except for holidays and school holidays.

### STANDARD BOOKING

Starting from September the 1st, 2019, in order to make the reservation of the access to the ZTL Bus Turistici di Siena, it will be necessary to log on to the website [www.sienaparcheggi.com](http://www.sienaparcheggi.com), to go to the Touristic Bus section, access with your own email and password (which will remain the access key to the applicant's reservation). For the first access only, a confirmation link will be sent to the registered email address; this link will redirect you to the initial screen. Upon registration, the applicant will be able to proceed independently with the reservation, and will fill in the reservation by entering, according to availability, **the preferred berth, the date and time of arrival and departure, and the vehicle's number plate**. After carefully checking the request, you will have to proceed with the online payment, only allowed by credit card. In order to make the payment, download and print the receipt document certifying the payment, you will have to enter all the data required for the receipt or electronic invoicing. The reservation will be effective only after the payment of the rate provided for and indicated below.

### **Please note that the request must be made at least ONE day before the event.**

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In order to book, the applicant must declare his/her consent to the processing of the data provided, in accordance with Art. 13 of the General Regulation on Data Protection - GDPR Regulation EC, European Parliament No. 679/2016. Once the payment has been made, you must also download and print the booking voucher, which must always be **checked** and produced at the Check Point. The booking can be modified -according to availability- until the Permit is printed at the Check Point; the modifications can only be made online by the applicant, who can change the details of the berth, arrival and departure times, the vehicle's number plate and the number of participants. Once the Permit has been printed at the Check Point, it will no longer be possible to change any of the details.

### SIENA PARCHEGGI S.p.A.

Via S. Agata n. 1 – 53100 SIENA Tel. 0577/228711, Fax. 0577/228787; E-mail  
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**IMPORTANTE: in case of mismatch between the data of the vehicle arrived at the Check Point and those resulting from the Software made available to our staff, concerning the date of arrival or the license plate, the booking voucher will be deemed invalid. The driver or the person in charge of the vehicle or group, in charge of collecting the access permit to the ZTL BUS Turistici, present at that time at the Check Point, will have to make a new payment on the spot, paying the full amount as who does not have the reservation, in order to obtain the access permit to the ZTL Bus Turistici. If not, they will not be given a permit. In this case, the bus will not be allowed to enter the ZTL Bus Turistici and in case of violation your data will be transmitted to the Municipal Police Command.**

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(a capitale interamente pubblico con direzione e coordinamento del Comune di Siena) si.park@sienaparcheggi.com;  
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The prices applicable from September the 1st, 2019 will be as follows:

**THOSE WHO DOES NOT BOOK** and arrives directly at the Check Point, will pay the price of € 160.00 for the first day and € 85.00 for each day after the first in high season (from February the 16th to November the 15th), and the price of € 130.00 for the first day and € 70.00 for each day after the first in low season (from November the 16st to February the 15th); all the prices are VAT included, as required by law. Starting from the 4th day (included) and for the following days, there is a special discount of € 10.00 which is applied both in high and low season.

**THOSE WHO BOOK** will pay online (exclusively by credit card) the price of € 130.00 for the first day and € 70.00 for each day following the first day in high season (from February the 16th to November the 15th), and the price of € 105.00 for the first day and € 55.00 for each day following the first day in low season (from the 16st to February the 15th); all the prices are VAT included, as required by law. Starting from the 4th day (included) and for the following days, there is a special discount of € 10.00 which is applied both in high and low season.

### PRENOTAZIONI CON CONVENZIONE HOTEL

Groups staying at the accommodation facilities in the city of Siena, have the opportunity to request, only through the structure itself, a discount on the rate of access to the ZTL Bus Turistici. In order to obtain this discount, they must request the structure to book online on their behalf. Once the Contact person of the structure has been accredited using the new forms specifically sent by Siena Parcheggi, he or she must select a new booking and specify whether the request is of type P or H, as well as book with the data pertaining to the Bus. P type requests allow the Bus to stop at the Fagiolone car park and to make further berths for intermediate transits, for the entire duration of its stay. H type requests only include berths for unloading/loading passengers and luggage for the days of arrival and departure of the group. In this case, the Bus will not be able to stop at the Fagiolone car park, or make further intermediate berths; for H requests, the software will automatically indicate the berth closest to the accommodation facility or the private residence if the hotel is equipped with it. The facility must also specify the name of the group and the number of people staying in the chosen facility. Please note that the city of Siena will carry out cross-checks on the regular payment of the tourist tax linked to the declaration of the number of tourists staying. The Contact

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person, after confirming the data entered, must finish the entry to receive the confirmation email, which must also be forwarded to the carrier / travel agency. The confirmation email will contain the booking voucher which must be presented to our Check Point staff at the time of withdrawal of the access permit to the ZTL Bus Turistici, as well as a link through which the online payment of the booking can be executed. For groups that book via online payment, the rate in high season is €60.00 for the entire period of stay, while for groups that have booked via the accommodation facility to take advantage of the agreement, but have decided to pay directly at the Check Point, the rate in high season, starting from September the 1st, 2019, will be €75.00. On the contrary, during the low season period or if the Bus only transits for unloading and reloading passengers and luggage, without further intermediate transits or stopping at the private resites of the accommodation facilities that are equipped with it, the permit to collect at the Check Point for access to the ZTL Bus Turistici is free of charge. **Please note that the request must be made at least ONE day before the arrival of the group.** The booking can be modified -according to availability- until the Permit is printed at the Check Point; the modifications can only be made online by the applicant, who can change the details of the berth, arrival and departure times, the vehicle's number plate and the number of participants. Once the Permit has been printed at the Check Point, it will no longer be possible to change any of the details.

Siena, August the 5<sup>th</sup>, 2019

(Drafted by EA)

Siena Parcheggi S.p.A.

The general manager

(Dott. Walter Manni)



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## **DISCLOSURE FOR POTENTIAL CUSTOMERS ON THE PROCESSING OF PERSONAL DATA**

**This disclosure will be reviewed and adapted, if necessary, in the event of regulatory updates.**

**The premise.** EU Regulation 2016/679 - hereinafter also referred to as the DGPR - sets out rules for the protection of individuals with regard to the processing of personal data, as well as rules on the free movement of such data. It protects the fundamental rights and freedoms of natural persons, in particular the right to the protection of personal data. Siena Parcheggi Spa, in its quality as Data Controller, informs you in compliance with art. 13 GDPR about our privacy policy in order to understand how your personal information is handled when using our services and to allow you, if necessary, to give your express and informed consent to the processing of your personal data. It is specified that the consent mechanisms will be evident, short and easily understandable; if the original conditions for which consent has been requested should change, for example if the purpose of the data processing changes, further consent will be required in accordance with European Regulation no. 679/2016. According to the rules of the Regulation, the processing carried out by SIENA PARCHEGGI will be based on the principles of lawfulness, correctness, transparency, purpose and storage limitation, data minimisation, accuracy, integrity and confidentiality.

- 1. Data Controller.** The data controller is SIENA PARCHEGGI S.P.A. - Via S. Agata 1 - 53100 Siena, to whom you can apply to assert your rights. The following is a list of the Controller's contact information: - Telephone: + 39 0577228787 Email address: [privacy@sienaparcheggi.com](mailto:privacy@sienaparcheggi.com)
- 2. Data Protection Officer.** The Data Protection Officer (DPO) of SIENA PARCHEGGI SPA is Sicurdata Srl, represented by Agostino Oliveri, whom you can contact using the following contact details: - Telephone: +39 055 750808, Fax: +39 055750808 - Email address: [dpo.sicurdata@opendata.it](mailto:dpo.sicurdata@opendata.it)
- 3. Purpose and legal basis of data processing.** Any processing that we would like to carry out, upon your specific consent, has the following purposes:

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- a. To allow the provision of the Services you have requested, including the collection, storage and processing of data for the purposes of the establishment and subsequent operational, technical and administrative management of the relationship in connection with the provision of the Services and the execution of communications relating to the performance of the relationship established;
- b. to answer requests for assistance or information, which we will receive via email, telephone or chat through the appropriate form on our website;
- c. to fulfil legal, accounting and tax obligations;
- d. if necessary, to elaborate studies, researches, market statistics; to send you advertising and informative material, commercial information or indirect surveys in order to improve the service, either via email and/or through the use of the telephone with the operator;

The legal basis for the Personal Data processing in relation to the purposes referred to in the previous section is art. 6, par 1, letter b) of the DGPR as the processing is mandatory for the provision of the contractual services. The purposes related to legal obligations represent a legitimate processing of Personal Data in accordance with art. 6, par. 1, letter. c) DGPR. Once the Personal Data has been provided, the processing may indeed be required to comply with legal obligations to which SIENA PARCHEGGI is subject. The processing operations carried out for the purposes referred to in point e of art. 3, on the other hand, find its legal basis, in accordance with art. 6, par. 1, letter f) of the DGPR, in the legitimate interest of SIENA PARCHEGGI in promoting its products or services in a context in which the data subject can reasonably expect this type of processing, to which he can, however, object at any time. If you wish to object to the processing of your data for these purposes, you may at any time send a request to SIENA PARCHEGGI at [privacy@sienaparcheggi.com](mailto:privacy@sienaparcheggi.com).

**4. Modality of data processing.** With reference to the purposes referred to in the previous point, the processing of personal data is carried out in compliance with the principles of confidentiality, correctness, lawfulness and transparency, using manual, computer and telematic tools, with principles strictly related to the purposes themselves also through the use of fax, telephone, mobile phone, email or other techniques of remote communication; personal data will be managed by putting in place technical and organizational measures to ensure a level of security appropriate to the risk under Article. 32 DGPR.

**5. Data recipients.** Your Personal Data may be shared, for the purposes referred to in the section above, with:

- a. individuals who typically act as data processors, i.e.: i) individuals, companies or professional firms providing assistance and advice to SIENA PARCHEGGI on accounting, administrative, legal, tax, financial and credit recovery matters relating to the provision of Services; ii) individuals with whom it is necessary to interact for the provision of Services; iii) or individuals delegated to carry out technical maintenance activities (including the maintenance of network equipment and electronic communication networks);
- b. subjects, entities or authorities to whom it is obligatory to communicate their personal data under legal provisions or orders of the authorities;
- c. individuals authorised by SIENA PARCHEGGI to process Personal Data in order to carry out activities strictly related to the provision of the Services, who are committed to confidentiality or have an adequate legal obligation of confidentiality, such as employees of SIENA PARCHEGGI;
- d. business associates, for their own independent and distinct purposes, only if you have given specific consent.

The complete list of data controllers can be obtained by sending a written request to SIENA PARCHEGGI at the following address: [privacy@sienaparcheggi.com](mailto:privacy@sienaparcheggi.com).

**6. Nature of the provision.** The provision of personal data required for registration is optional, but any failure to provide and consent will make it impossible to provide such services.

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**7. Data retention time.** All personal data will be processed by the Data Controller solely to the extent needed to achieve the purposes set out in this policy. In particular, your personal data will be processed for a period of time corresponding to the minimum required, as indicated in Section 39 of EU Regulation 2016/679, without prejudice to a further retention period that may be required by law, as also provided for in Section 65 of EU Regulation 2016/679.

**8. User's rights.** In relation to such data, the interested party, or a party delegated in writing, may exercise the following rights: a) the right of access, expressly provided for in art. 15 of EU Regulation 2016/679, i.e. the possibility to access all personal information concerning him/her; b) the right of modification, expressly provided for by art. 16 of EU Regulation 2016/679, i.e. the possibility of obtaining the updating of inaccurate personal data concerning him/her without justified delay; c) the right to be forgotten, expressly provided for by art. 17 of EU Regulation 2016/679, which consists of the right to the deletion of personal data concerning the person directly concerned; d) the right to limit data processing when one of the cases provided for by art. 18 of EU Regulation 2016/679 occurs; e) the right to data portability, expressly provided for in art. 20 of EU Regulation 2016/679, i.e. the right to obtain one's own data in an interoperable format and/or the right to have one's own personal data transmitted to another data controller without any impediment; f) the right to object to the processing of personal data, expressly provided for in art. 21 of EU Regulation 2016/679; g) the right to revoke the consent at any time, as established by art. 7 of EU Regulation 2016/679; h) the right to lodge a complaint with a supervisory authority; i) the right to seek judicial redress

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in the event of unlawful processing of data, including against acts taken by the Authority pursuant to art. 78 of EU Regulation 2016/679. To exercise your rights, please contact the Data Controller at the contact points indicated in this information notice.

9. **Data transfer.** In compliance with the provisions of the applicable regulations, the personal data provided will not be transferred outside of the European Community.
10. **Responsible and entrusted/authorized parties.** The list of the responsible entrusted/authorized parties, constantly updated, is kept in the legal offices of the Data Controller.

Pursuant to Article 13 of EU Regulation 679/2016, the permission to process such data is mandatory, as they are collected outside of previous contractual agreements.

The Controller  
Siena Parcheggi S.p.A. The  
President

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