



CASA EL ZORZAL

House Regulations

We would like all our guests to feel "at home" and so that those who come after them can enjoy it as much as you do. We ask you to take care of it and respect the facilities. We have written down some basic rules, apart from using common sense, so that everything runs smoothly:

House regulations and information:

- Check in: from 16:00hrs to 21:00hrs. Check out: 11:00hrs.
Early check in or Late check out subject to availability.
- All guests over 16 years of age must present their identity document on arrival in order to check in.
- Parties, events or farewells are forbidden in any case. In the event of an event, Casa El Zorzal reserves the right of admission, allowing the access of the competent authority to proceed to the eviction from the premises.
- It is not allowed to exceed the maximum capacity of the house and the swimming pool (10 pax + 2 extra beds).
External visits by persons who have not previously registered as guests without the express authorisation of Casa El Zorzal are not permitted.
- Smoking indoors is not allowed inside.
- It is not allowed to play music outside after 10pm. At all other times we ask you to respect the rest of the neighbours by playing music at an acceptable volume.
- It is not allowed to unnecessarily waste water and electricity. Water is a very scarce resource in the countryside of Extremadura.
- In case of using the air conditioning, please make sure that doors and windows are always closed, in case of leaving the property, please turn them off. We ask you to make an appropriate and sustainable use of this service, as you would do at home.
- It is forbidden to make any kind of fire outside, nor to throw cigarette butts on the ground or in the field. Outdoor bbq's are forbidden by regulations of the Junta de Extremadura for protected areas.
- Do not throw rubbish into the environment. We also ask you to recycle your waste.
- It is forbidden to throw any kind of element into the toilet that could cause a breakdown (cotton wool, wet wipes, sanitary towels, swabs, tampons, etc.)
- It is forbidden to use glass in the pool area. This can cause accidents and lead to the pool being emptied as the glass is not visible in the water. The pool is open to the public from May to September and may vary depending on the weather.

- We also remind you that adults are responsible for the supervision and care of children and pets. Special care must be taken in the pool area, the penthouse terrace and the countryside.

- Guests with pets are responsible for any damage they may cause. Pets are not allowed to sleep in bedrooms and sofas.

- At the time of departure the house must be returned tidy as it was handed over. Please do not leave food in the fridge, and leave the kitchen and play area in order. The cleaning of the house included in the price includes laundry and normal cleaning for the next guests. Any extra cleaning costs will be charged to the tenant (throwing confetti outside, balloons, bottles, etc.),

- During the stay, and by requirement of the Health Institutions, the person in charge of the house or the authorised employee, must have daily access to clean the swimming pool, take water samples for analysis and recording in the sanitary books, as well as also take samples of tap water for human consumption. The dwelling is not to be entered to collect samples without prior authorisation from the tenant.

I ACCEPT THE ABOVE RULES AND REGULATIONS

ID and SIGNATURE:



CASA EL ZORZAL

CAMERA IMAGE CAPTURING AND SECURITY PURPOSES (VIDEO SURVEILLANCE)

RESPONSIBLE:

Casa El Zorzal X7814038H

YOU CAN EXERCISE YOUR DATA PROTECTION RIGHTS HERE:

Casa El Zorzal

Camino de Buenavista S/N 10220 Pago de San Clemente, Trujillo

Correo electrónico: reservas@casaelzorzal.com

MORE INFORMATION ABOUT THE PROCESSING OF YOUR PERSONAL DATA:

Purpose of processing: Security of persons, goods and facilities.

Data subjects: Persons accessing or attempting to access the facilities.

Recipients: Security Forces and Bodies

Retention period: 1 month from the date of capture.

LOCATION OF CCTV

3 EXTERIOR CAMERAS:

- ENTRANCE TO THE PROPERTY
- REAR PREMISES
- MACHINES ROOM

The image of a person, insofar as it identifies or is capable of identifying that person, constitutes personal data which may be processed for various purposes.

While the most common is the use of cameras for the purpose of security of persons, goods and premises, they can also be used for other purposes such as monitoring the performance of workers. Below are the basic guidelines to be respected so that the treatment of images obtained from video surveillance cameras is in accordance with data protection regulations.

However, it is recommended that the Guide on the use of video cameras for security and other purposes be consulted for a more exhaustive knowledge of the obligations that must be more exhaustive knowledge of the obligations involved in this type of processing.

LOCATION OF CAMERAS: Capture of images will be avoided in areas intended for rest of the workers, as well as the capture of the public thoroughfare if external cameras are used, only being

allowed to capture the minimum extension essential to preserve the safety of people, property and facilities.

- **LOCATION OF MONITORS:** The monitors where the images from the cameras are displayed will be located in a restricted access area in such a way that they are not accessible to third parties. Only authorised personnel shall have access to the recorded images.

- **CONSERVATION OF IMAGES:** The images will be stored for a maximum period of one month, with the exception of images that prove the commission of acts that violate the integrity of people, goods and facilities. In this case, the images must be made available to the competent authority within 72 hours of becoming aware of the existence of the recording.

- **INFORMATION DUTY:** Information about the existence of the cameras and the recording of images shall be provided by means of an informative sign placed in a sufficiently visible place identifying, at least, the identity of the person in charge and the of the data controller and the possibility for data subjects to exercise their data protection rights. The pictogram itself may also include a connection code or internet address displaying this information.

- **LABOUR CONTROL:** When the cameras are to be used for the purpose of labour control in accordance with the provisions of article 20.3 of the Workers' Statute, the worker and his or her trade union representatives shall be informed by any means that guarantees the receipt of the information about the control measures established by the employer with an express indication of the employer with an express indication of the purpose of labour control of the images captured by the cameras.

- **RIGHT OF ACCESS TO THE IMAGES:** In order to comply with the right of access of the interested parties to the recordings of the video surveillance system, a recent photograph and the ID OR PASS-PORT of the interested party will be requested in order to verify their identity, as well as details of the date and time to which the right of access refers.

The data subject shall not be provided with direct access to camera images showing images of third parties. In the event that it is not possible for the data subject to view the images without displaying images of third parties, he or she shall be provided with a document confirming or denying the existence of images of the data subject.

For further information, please consult the video-surveillance guide and fact sheets and the legal reports published by the Spanish Data Protection Agency in the Video Surveillance section.

Thank you.