

GDPR

INFORMATION ABOUT THE PROCESSING OF PERSONAL DATA

I. INTRODUCTION

This document regulates in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of physical persons in connection with the processing of personal data and on the free movement of such data and on the repeal of Directive 95/46/EC (hereinafter also "GDPR") detailed information on the processing of personal data of customers and guests (hereinafter referred to as "data subject"), Hotel Residence Agnes, operated by Haštalská 19, spol. s r.o., Seifertova 617/26, Prague 3, ID: 26493624 (hereinafter also referred to as "Haštalská 19") as the administrator of this personal data.

This document provides clear, complete and true information about the scope of processed personal data that the data subject shares with Haštalská 19. Haštalská 19 declares technical and organizational security for the protection of personal data of data subjects. Haštalská 19 has also taken all necessary measures in order to minimize the risk of unauthorized or accidental access to personal data of data subjects, their change, destruction or loss, unauthorized transmission or unauthorized processing.

In case of additional questions regarding the processing of personal data of data subjects, it is possible to contact the person authorized for the protection of personal data via the e-mail address sales@residenceagnes.com, or via a letter sent to the address Haštalská 19, Prague 1, 110 00 (addressed to of the company Haštalská 19, spol. s r.o.).

POINT I.

Personal data manager

Haštalská 19, as the controller of personal data of data subjects, determines the purpose and method of processing this personal data.

POINT II.

The purpose of personal data processing

The administrator processes personal data for the purpose of:

conclusion and fulfillment of the accommodation contract;

protection of your legitimate interests (Article 6(1)(f) GDPR), which are described in more detail below;

compliance with legal obligations in relation to accounting and tax obligations;

POINT III.

Legitimate interests of Haštalská 19

I. Personal data of data subjects is processed by Haštalská 19 also for the protection of its legitimate interests. The rightful interest of Haštalská 19 is to consider the protection of the property of Haštalská 19, i.e. the Hotel Residence Agnes building is monitored by a camera system that records the movement of people outside the building. The operation of direct marketing, which Haštalská 19 carries out through the sending of business communications, newsletters, is also a legitimate interest of Haštalská 19. Haštalská 19 has a legitimate interest in informing the data subject about the offer of its own services and products, if there is or previously existed a contractual relationship between the administrator and the data subject, because in such a case the data subject can reasonably expect that personal data will be processed for direct marketing purposes.

II. In the interest of protecting his personal data, the data subject is entitled to object to his personal data being processed only to the extent necessary to fulfill the legitimate interest of Haštalská 19.

POINT IV.

Collection of personal data

I. Personal data of data subjects is obtained by Haštalská 19 directly from its customers.

II. Haštalská 19 does not obtain personal data of data subjects from third parties. If the data subject who makes the accommodation reservation and provides the personal data of a third party, the data subject is responsible for the fact that the third parties have given their consent to the publication of their personal data.

POINT V.

Categories of processed personal data

To ensure the proper course of the legal relationship between Haštalská 19 and the data subject, Haštalská 19 processes the following categories of personal data:

basic identification data – name, surname, address of permanent residence, contact address, contact details – telephone number and e-mail address;

accounting data – account number, variable symbol

ID card/passport number

other personal data that the data subject voluntarily provides in the reservation note (including sensitive data, including food allergies, or other health restrictions). This personal data is processed exclusively for the purpose of processing the reservation.

POINT VI.

Legal title for personal data processing

I. The legality of the processing of personal data is determined on the basis of Article 6, paragraph 1 of the GDPR, according to which the processing is legal if it is necessary for the fulfillment of a contract, for the fulfillment of a legal obligation, for the protection of the legitimate interests of Haštalská 19 or if the processing takes place on the basis of a granted consent of the data subject.

II. The legality of the processing, which is necessary for the fulfillment of the legal obligation that applies to the administrator, is based, for example, on Act No. 563/1991 Coll., on accounting, according to which invoicing data is processed and stored, and on Act No. 586/1992 Coll. ., on income taxes, Act No. 235/2004 Coll., on value added tax.

POINT VII.

Transfer of personal data to third parties

I. Haštalská 19 is obliged and authorized to transfer the personal data of data subjects to third parties (recipients, e.g. processors) on the basis of the fulfillment of its legal obligations, on the basis of the fulfillment of contracts, on the basis of its legitimate interests.

II. Haštalská 19 is obliged to provide personal data of data subjects to state administration authorities, the tax administrator, courts, law enforcement authorities and the Police of the Czech Republic

POINT VIII.

Transfer of personal data to a third country or international organization

Haštalská 19 does not transfer personal data of data subjects to third countries or international organizations.

POINT IX.

Time limitation of personal data storage

Haštalská 19 will process and store personal data for at least the duration of the contract, or for the time necessary to fulfill Haštalská 19's archiving obligations, but no longer than 10 years after its termination. Personal data processed on the basis of legitimate interest (direct marketing) will be processed for a period of 3 years from the last purchase of goods, or until unsubscribing from the sending of commercial communications.

POINT X.

The rights of data subjects related to the processing of their personal data and the exercise of these rights

I. Haštalská 19 informs data subjects that the controller of their personal data is Haštalská 19, spol. s r.o., ID: 26493624, Seifertova 617/26, 130 00 Prague 3, registered by the Municipal Court in Prague, section C file number 85731.

II. Haštalská 19 declares that all information that it is obliged to provide to data subjects pursuant to Article 13 paragraph 1 letter c) – f) and Article 13 paragraph 2 letter a) GDPR are set out in this document.

II. The data subject is entitled to exercise his rights by sending an email to sales@residenceagnes.com. Data subjects can also exercise their rights by sending a letter to the address Haštalská 19, Prague 1, 110 00 (addressed to Haštalská 19, spol. s r.o.). Due to the protection of data subjects' personal data, the data protection officer will not provide information to applicants if they have doubts about their identity. For the possibility of removing these doubts, it is possible to contact the authorized person for the protection of personal data in person after prior agreement.

III. Haštalská 19 provides all information, communication, statements and corrections of personal data in the event of a change. In the case of a repeated request, Haštalská 19 is entitled to demand the payment of an administrative fee, which will reflect the administrative costs of handling the request. Haštalská 19 is ready to provide subjects with a copy of processed personal data upon their request. In the event of a repeated request, it is entitled to charge a reasonable fee, which will include the administrative costs associated with obtaining a copy. In the event that there is an abuse of the right according to this paragraph, Haštalská 19 is entitled to deny access to the data.

IV. Haštalská 19 will provide information according to paragraph III. of this point in written or electronic form, if there is no doubt about the identity of the applicant. Haštalská 19 will not have doubts about the applicant's identity, especially if the application is sent via an e-mail address, if the applicant's signature is provided with an electronic signature. In case of doubt, Haštalská 19 (in the interests of personal data protection) reserves the right to communicate the requested information to the applicant personally after verifying his identity, after prior agreement. Haštalská 19 reserves the right not to provide information verbally or over the phone.

V. Haštalská 19 is obliged to provide this information to the data subject within 1 month of receiving his request. In justified cases, Haštalská 19 can reasonably extend this period, but by a maximum of two more months.

VI. If there is a change in personal data (for example, a change in marital status, surname, bank account number, address of permanent residence, telephone number), the data subject is entitled to request that this change in personal data be taken into account. In connection with this authorization, data subjects are obliged to report this change of personal data to Haštalská 19. Data subjects can report this change by letter sent to the address Haštalská 19, sent by email, or in person at the address Haštalská 19 or at the headquarters of the Residence Agnes hotel. The data subject is obliged to document the change of personal data if asked to do so. Haštalská 19 will correct the personal data without undue delay, but no later than within one month from the delivery of the notification of the change of personal data. Reasonable steps will be taken in case of clarification of inaccurate information.

VII. Haštalská 19 hereby informs data subjects of their right to contact the supervisory authority with their complaints or suggestions if they believe that the processing of their personal data violates the GDPR. Data subjects have the right to file a complaint with the supervisory authority in the Member State of their habitual residence, or the place where the alleged violation of protected rights in relation to personal data occurred. The supervisory authority in the Czech Republic is the Office for the Protection of Personal Data, with headquarters in Pplk. Sochora 27, 170 00 Prague 7.

VIII. In certain specified cases, the data subject is entitled to request that Haštalská 19 delete his personal data. Such a situation may occur, for example, when the processed data is no longer necessary for the purposes specified here or in the event that the consent given to the processing of personal data has been revoked (and there is no other legal title on the basis of which the personal data would be processed).

IX The mentioned right to erasure of personal data according to paragraph VIII. this point does not apply to circumstances foreseen in Article XI. paragraphs II. of this document, as well as in cases where Haštalská 19 fulfills its legal obligations, due to the determination, exercise or defense of its

legal claims. If Haštalská 19 exercises its right to reject the data subject's request for deletion of his personal data according to this paragraph, it is obliged to inform the data subject of this decision within 1 month, to properly justify its decision, and at the same time to inform the data subject of his rights.

X. Haštalská 19 processes personal data of data subjects only to the extent strictly necessary. If the data subject has doubts about the necessity of such processed personal data, the data subject is entitled to request that his personal data be processed only to the extent necessary. In connection with this, the data subject is entitled to request that the scope of processed personal data be limited.

XI. If the personal data of the data subject is processed on the basis of the consent given by the data subject, the data subject is entitled to revoke this consent at any time free of charge, by sending a message to the address Haštalská 19, or to the contact email of the person authorized for the protection of personal data (sales@residenceagnes.com). In the case of an electronic request, however, it is necessary that there is no doubt as to whether the sender of the email is really the subject of personal data.

XII. The data subject is entitled to request the portability of his personal data that Haštalská 19 has provided or made available. The data subject can request the transfer of this data into his own hands for the purpose of transfer, or transfer it directly to an administrator chosen by him. This personal data will be provided in a machine-readable format (e.g. XML). The transfer of personal data will take place in such a way as to minimize potential security risks during their transfer (e.g. using encryption).