

Compliance with informational obligations of the RODO

Dear Sir or Madam,

In reference to our previous cooperation and in connection with the entry into force of Regulation of the European Parliament and of the Council of the European Union 2016/679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data commonly known as "General Regulation" or "RODO", we kindly inform you that the company Olecki LIM sp. z o.o. based in Oświęcim, ul. St. Leszczyńskiej 16, 32-600 Oświęcim (hereinafter: "Olecki LIM" or "Company") that runs the IMPERIAL HOTEL in Oświęcim, processes your personal data and your clients' and employees' data obtained from you as part of the execution of agreements between us, as well as information about data personal data obtained from public and public sources (including the Internet).

Due to the fact that among these information may appear data, which on the basis of the GDPR have the nature of personal data below, fulfilling the duties imposed on administrators by the REDO, we present you with all relevant information regarding the processing of personal data of you and your employees:

In the light of the above, we would like to inform you that:

ADMINISTRATOR

1. The administrator of your personal data is the company Olecki LIM based in Oświęcim, ul. Leszczyńskiej 16, 32-600 Oświęcim entered into the Register of Entrepreneurs kept by the District Court for Kraków - Śródmieście in Kraków, XII Commercial Department of the National Court Register under KRS number 0000305934, NIP: 5492342498, REGON: 120686740, with share capital of PLN 50,000.00.

In case of any questions or doubts with the Administrator's Board, you can contact in writing, by traditional mail, to the following address: ul. St. Leszczyńska 16, 32-600 Oświęcim or by email at: k.slusarz@hotelimperiale.pl or w.tasarek@hotelimperiale.pl

It is the Administrator who is the entity that decides for what purpose and how he uses the data and informs you about it.

OBJECTIVES AND BASIS FOR PROCESSING

2. Your personal data are processed based on and in order to perform the contract that connects us and in connection with its performance, in this respect we will, for example, issue and store a contract, a residence card and invoices and accounting documents to it, including email

correspondence, and answer any complaints you may have about inquiries and problems - ie on the basis of art. 6 par. 1 lit. b RODO;

3. The personal data provided to us, in addition to those necessary for the execution of the contract that connects us are processed on the basis of your consent and also in connection with the implementation of this contract - only for the purpose indicated in the content of the consent given by the customer - i.e. based on Article. 6 par. 1 lit. a RODO;

You have the right to withdraw your consent to the processing of your personal data at any time. Withdrawal of consent will not affect the lawfulness of the processing which was carried out on the basis of your consent before its withdrawal. The consent can be undone in any way by informing the Administrator about it.

4. Your personal data is also processed on the basis of the law required by it, such as, among others, tax law provisions - i.e. pursuant to art. 6 par. 1 lit. c RODO;

5. Your personal data will also be processed in order to conclude a new agreement, so in all these cases, when you express interest in our offer and ask us to present the goods or services we offer - ie pursuant to art. 6 par. 1 lit. b RODO;

6. Your personal data is processed based on the necessity of processing for purposes arising from the legitimate interests of the Administrator such as the possible determination and enforcement of claims or defense against them, for archival purposes (evidence) to secure information in the event of legal need to prove facts, debt collection, conducting court and mediation proceedings, and storing data in order to ensure their accountability (that is, to demonstrate that we meet the obligations imposed by the REDO), and to ensure the safety of people (primarily customers and employees) and property - this applies to monitoring of public areas our company and external monitoring of our buildings - pursuant to art. 6 par. 1 lit. f RODO, i.e.

7. The administrator processes your personal data to the extent to which they were:

- by you, made available in the content of the agreement between us and its attachments,
- data provided to us by another administrator
- the scope may possibly be extended to include data made available by publicly available sources, i.e. from the Register of Entrepreneurs of the National Court Register (KRS), Central Registration and Information on Business (CEIDG), Central Statistical Office (GUS).

SPECIFIC DATA - SENSITIVE

8. The Company does not process specific categories of personal data (so-called sensitive data) or personal data regarding convictions and violations of law or related security measures.

9. In the scope of given employees, the company processes only data that is necessary to fulfill the obligations imposed on the employer by law.

RECIPIENTS OF PERSONAL DATA

10. The recipients of your personal data are only persons authorized by us in the performance of their official duties and entities cooperating with the Administrator in the scope of the contract between us and you;

i. Our subcontractors such as:

1. service technicians.

2. graphic,

3. administrators,

4. insurers,

5. all types of subcontractors providing services to our facility, including booking portals, transport companies and service providers providing guide services

ii. Entities providing services necessary for the performance of contracts concluded with you, such as:

1. accounting services,

2. legal services,

3. IT services,

4. postal and courier services and

TRANSFERRING DATA TO THIRD COUNTRIES AND INTERNATIONAL ORGANIZATIONS

11. Your personal data will not be transferred to recipients in third countries, ie outside the European Economic Area or to international organizations.5. banks in the scope of payments and settlements between us,

At the same time, these companies process data only in accordance with our instructions and can not use them without our knowledge and consent

DURATION OF DATA STORAGE

12. Your personal data obtained for the purpose of concluding a new agreement is processed during the contract negotiation period and until the end of the calendar year following the year in which you last contacted us for the purpose of its conclusion.

13. Your personal data obtained in connection with the contract concluded between us will be processed by us for the period necessary to implement the contract concluded by you with our company - not shorter than until its termination, moreover, the data after termination of the contract will be processed by a period necessary to implement the legitimate interests of the Company, including the end of the period of limitation of potential claims under the contract, duration of court or administrative proceedings and performance of obligations under the law, including in particular tax and accounting (in the latter case for a period of 5 years from beginning of the year following the financial year in which operations, transactions and proceedings were finally completed, paid off, settled or expired).

14. Your personal data obtained on the basis of consent are processed for the period for which consent has been granted, and in any case until its revocation.

15. We store your basic contact details for the purposes of direct marketing of our products and services until you object to their processing for this purpose, or withdraw your consent - if we processed them on the basis of the so-called. marketing consent or we will determine that they have become outdated.

INFORMATION ABOUT THE RIGHTS

16. In relation to the processing of your personal data, you have the right to:

- b. require the Administrator to access your personal data,
- c. require the Administrator to correct your personal data,
- d. require the Administrator to delete your personal data,
- e. requesting the Administrator to limit the processing of your personal data,
- f. object to the processing of your personal data,
- g. transferring your personal data,
- h. file a complaint to the supervisory body of the Inspector General for Personal Data or another supervisory body with competence to hear the complaint on the date of its submission.

17. The above-mentioned rights may be exercised by contacting us via e-mail address: _k.slusarz@hotelimperiale.pl or w.tasarek@hotelimperiale.pl or by contacting us via traditional mail to the following address: ul. St. Leszczyńskiej 16, 32-600 Oświęcim

INFORMATION ON THE REQUIREMENT / VOLUNTARY ADMINISTRATION

18. Providing your personal data is not a statutory or contractual requirement - it is voluntary, but in order to conclude and implement the contract necessary. Without this, we will not be able to conclude a contract with you.

In addition, legal provisions, such as banking law or tax law, may require data to be provided for purposes in these designated regulations. Providing the data may be necessary to perform a specific transaction or act on your behalf. If the customer does not provide the data required by the contract or other document used by us, we may refuse to conclude the contract and perform the service for you.

Providing additional data that is not required by us to conclude a contract is voluntary, it may be that without providing them we will not be able to provide services to the full extent, as we will inform you when collecting your data.

INFORMATION ABOUT SOURCES

19. Your personal data has been obtained from publicly available sources, i.e. from the Register of Entrepreneurs of the National Court Register (KRS), Central Registration and Information on Business (CEIDG), Central Statistical Office (GUS).

20. Your personal data has been obtained from:

a. Any entities hereinafter referred to as domestic and foreign tour operators as well as operators of all booking portals such as booking.com, HRS, E-travel, etc. with which you have entered into a tourism contract ...

PROFILING

21. Please be advised that we will not, based on your personal data, undertake automated decision-making, including profiling.

Administrator makes every effort to ensure all means of physical, technical and organizational protection of personal data against their accidental or deliberate destruction, accidental loss, change, unauthorized disclosure, use or access, in accordance with all applicable regulations.

Your personal data is processed electronically and manually, in accordance with the methods and procedures related to the processing purposes, referred to in the SUBJECTS OF THE PROCESSING above.

Greetings, Board Olecki Lim - Hotel Imperiale