

## GDPR Information Clause

The controller of your personal data is **Pensjonat Olympia in Przesieka**, operated by **Krystyna Steffen**. Your personal data are processed for the following purposes:

- concluding and performing a contract for the provision of hotel services and providing such services in accordance with the contract;
- pursuing any claims arising from non-performance or improper performance of the concluded hotel services contract;
- fulfilling the legal obligations incumbent on the Controller – both public-law and HR/accounting obligations, as well as those resulting from contractual provisions, in particular the obligation to pay applicable taxes and maintain documentation required by law;
- marketing of services provided by the Controller;
- ensuring the safety of Guests and other persons staying on the premises of the Guesthouse.

Your personal data will be processed:

- for the duration of the hotel services contract and after its termination in order to fully settle the contractual obligations of the parties;
- for the period required by generally applicable laws, e.g. the Civil Code, tax laws (PIT, CIT), or Construction Law, which oblige us to retain relevant data (legal basis: Article 6(1)(c) of the GDPR);
- until you withdraw your consent, in the case of personal data processed on the basis of consent.

Personal data obtained from you are disclosed to:

- data processors acting on our behalf and involved in the performance of our duties and activities, i.e. entities:
  - operating our ICT systems or providing ICT tools,
  - supporting us in legal services, accounting and bookkeeping, marketing and offers, project and order execution, as well as HR and administrative services;
- other personal data controllers processing data on their own behalf, i.e.:
  - postal or courier service providers,
  - payment service providers (e.g. banks),
  - entities cooperating with us in the implementation of projects and orders, as well as in accounting, tax, legal and other matters – to the extent that they become independent data controllers.

Moreover:

- we do not intend to transfer your personal data outside the European Economic Area;
- your data will not be processed in an automated manner, including profiling;
- providing personal data is voluntary; however, it is a condition for concluding a contract. Therefore, the Guesthouse requires the provision of personal and/or contact data in order to conclude and perform the contract related to a preliminary or standard reservation. Failure to provide such data will make it impossible to conclude the

contract and use our services. If required by law, we may also request other data necessary, e.g. for accounting, tax or health-related reasons;

- in accordance with the GDPR, you have the right to submit a request to the Controller for:
  - rectification (correction) of your personal data, erasure of unlawfully processed personal data, restriction of processing of your personal data (depending on the content of the request), access to your personal data, including information about the processed data, and to receive a copy thereof.

The Controller makes every effort to ensure that Guests' personal data are processed in compliance with applicable laws.