

# GDPR

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## **Directive of APARTMÁNY JOŽÁK concerning processing of guests' personal data**

Based on Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), we hereby give you information about the processing of guests' personal data that occurs in connection with their stay in our facility.

### **Contact data**

The personal data controller is APARTMÁNY JOŽÁK, limited liability company, having its registered office at the address Arnoltice 150, 407 14 Arnoltice u Děčína, which is entered in the public list kept at the Regional Court in Ústí nad Labem, file C 39494, business ID No 06026311, VAT No CZ 06026311.

### **The contact data for the person responsible for personal data protection is:**

*email: [info@apartmanyjozak.cz](mailto:info@apartmanyjozak.cz), tel.: +420 775 866 499*

### **Data processors:**

**Karel a Mirjeme Jožák**  
**+420 775 866 499**  
**[info@apartmanyjozak.cz](mailto:info@apartmanyjozak.cz)**

## Table of personal data processing

Name of personal data processing	Purpose of processing	Personal data category	Legal title	Specification of legal title - law	Source gained from whom	Storage period or time period for erasure	Category of data recipients
Reservation of accommodation - receipt of information from internet reservation portals	Reservation of stay	Identification and contact data, duration of stay	Conclusion or performance of contract		reservation portal	Storage for period of stay and period for claims.	none
Reservation of accommodation - at reception in person and by telephone	Reservation of stay	Identification and contact data, duration of stay	Conclusion or performance of contract		data subject	Storage for period of stay and period for claims.	none
Recording of data about those accommodated in Guest Book	Ensuring stay	Identification and contact data, duration of stay, provided services	Conclusion or performance of contract		data subject	Storage for period of stay and period for claims.	none
Passing of data to Alien police	Complying with legal duties - section 102 of act on accommodation of aliens 326/1999 Coll.	Identification data and duration of stay	Legal duty		data subject	6 years from end of stay	Alien police
Records of guests in client database	Speeding up reservation of existing guests	Identification and contact data	Legitimate interest		data subject	Until time of submission of objection.	none
Handover of data to locally relevant Municipality	Fee for spa or recreational stay	Identification data and duration of stay	Legal duty	Act No 565/1990 Coll., concerning local fees section 1b) and 3	data subject	6 months from making of last entry in Record Book	locally competent Municipality
Receipts and Invoices - documents for VAT	Issue of sales documents	Data mandatory for issue of documents for VAT	Legal duty	Act No 235/2004 Coll., concerning VAT section 35 and 35a	data subject	10 years	Tax office
Processing of identification data for ensuring services during stay	Identification of guest to facilitate the provision of services	Identification data	Legitimate interest		data subject	Until time of submission of objection	none
Customer system for guests of restaurant and hotel services	Provision of discounts in case of repeated services	Contact data	Legitimate interest		data subject	Until time of submission of objection	none

### Explanations for table and processing

**Legal titles** - are the legal justifications for processing and are defined in the General Personal Data Protection Regulation, articles 6 and 9.

**Storage period** - means period for which we are authorised or obliged to process your data and have it stored.

**Other recipients** - here we state to which other recipients we pass the data. If “None” is given, it means that we pass it on to nobody.

**Data source** - here we state from whom we gained the personal data. If “Data subject” is given, it means that we gained it directly from the person whom it concerns.

We do not intend to pass on your personal data outside the EU or to any international organisation.

In cases where the processing is based on the legal title of “Conclusion or performance of contract”, we require your personal data for the conclusion of a contract and its subsequent performance, without which it is not possible to conclude a contract.

In cases where the processing is based on the legal title “Legal Duty”, we need to process your personal data on the basis of legal requirements for the period designated by the given law, and for this period we must not restrict or delete it.

We will only process your personal data for the purposes given in this table.

We gain personal data directly from data subjects, with the exception of processing of “Reservation of accommodation - receipt of information from internet reservation portals”, where we gain some of the personal data from firms operating internet and reservation portals. You can find contact data about these personal data controllers on their webpages where you made the reservation. In view of their large number and the mutual transfer of information between them we do not give them here.

The storage of data, i.e. your personal data, in digital form is performed via software securing, access to which is password protected. Hard copies of documents containing your personal data and data arising from the specified table are protected by storage in a document archive room where the entry door has a lock, and the entire room is protected by an alarm activated by motion sensor.

### **Data mandatory under the law**

In the context of the General Personal Data Protection Regulation and duties designated by the law (such as Law Concerning Residence of Foreigners on the Territory of the Czech Republic, No 326/1999 Coll., as amended, local fees act No 5658/1990 Coll., as amended) the mandatory data for the use of accommodation services of APARTMÁNY JOŽÁK is:

- First name
- Surname
- Date of birth
- Address
- Duration of stay
- Number and type of document, visa if any
- Purpose of stay

## Description of rights of data subjekt

As a data subject (natural person concerning whom the data is processed), you have these rights for your personal data:

Right	Detail
To require a list	This is a list of the data we keep on you, so-called right of access. We make the list in a format according to our possibilities. You do not have the right to demand the list in the format that you designate. Cases concerning documents the publication of which would threaten the rights and freedoms of other persons constitute an exception where we must not make out a list. This involves the personal data of other persons, protection of business secrets, intellectual property etc.
To require rectification	If you discover that we are keeping imprecise, outdated or incomplete data about you, require that it be corrected or completed.
To require erasure	We must perform erasure in cases where we have the personal data stored after the designated storage period or where we have no valid legal title. We are forbidden by law from carrying out erasure in cases where processing is performed from the title of Performance of Contract or Legal Duty.
To require restriction of processing	This concerns processing from the title of legitimate interest. A restriction of processing occurs in the case of submission of an objection, and the restriction will last for the duration of the evaluation of the objection.
To lodge an objection against processing	It is possible to lodge an objection in cases where the processing is performed from the title of legitimate interest. An objection against the sending of commercial messages will always be acknowledged. In cases of the giving of your name or other contact data in the interests of providing services, the possibility of abuse is virtually non-existent, and for these activities it is essential. For this reason we consider this our legitimate interest to predominate, and we do not acknowledge objections.
To withdraw consent to processing	This is possible in cases where the processing is performed on the basis of consent. If you had given consent to processing and then withdrew it, the processing will be terminated.
To require the list in portable format	You can only require the list in portable format in cases of processing based on legal titles - performance of the contract and consent. You can require the listing of only that data which you gave us and which we keep in digital form, and you have no right to demand a format. We give it to you in the XLS format with named columns.
To lodge an objection against automated decision-making	We do not perform any processing based on automated decision-making.
To lodge a complaint to the supervisory authority	If we have not responded to your request within 1 month, you have the right to lodge a complaint with the Personal Data Protection Office.

## Means of exercising rights

If you wish to assert any of these rights, you can submit the request in this manner:

At the hotel reception your identity will be verified using your official ID card or passport, and a request will be drawn up with you, and you will be given a deadline for resolution. It is not possible to accept a request without verification of identity.

By the resolution deadline you will be given a written Notification of the Result of the Request and associated material, once again following verification of identity.

If there is a request for more than one copy, we are authorised to charge a fee corresponding to administrative costs.

The acts associated with exercise of data subjects' rights are performed free of charge.

**But if the requests are seen to be evidently unjustified or excessive, in particular because they are repeated, we can:**

- impose a commensurate fee reflecting administrative costs
- refuse to comply with the request

**If you want to submit a request by email:** send the email to the address:  
info@apartmanyjozak.cz with valid digital signature - without this confirmation of identity it cannot  
be acknowledged. Or sent it from your databox to the databox ID: bpdhbj

**State in it:**

Identification data – first name, surname, date of birth

Which right you are requiring the exercise of - see chapter Description of rights of data subjects

Detailing of request - for example in case of correction of correct data

Telephone number - for any detailing of agreement on further procedure

Should there arise doubts as to your identity, we are authorised to ask you to provide additional  
information to confirm identity.

Arnoltice 11. 2. 2020

APARTMÁNY JOŽÁK