

**Privacy Policy.**

**I. General information.**

1. The 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) (GDPR) introduces new principles of personal data protection in organisations that offer goods and services to European Union (EU) citizens or those, which collect and analyse data related to EU citizens, regardless of where such organisations are located.

2. The aim of the Regulation is to protect the fundamental rights and freedoms of natural persons, in particular the right to personal data protection.

3. The personal data collected by the Controller are processed in compliance with the above mentioned provisions of the 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) (EU OJ UE L 119, s. 1), hereinafter referred to as “GDPR”.

4. The Controller will especially endeavour to protect the privacy and information provided to it by Customers, associates and concerned persons. The Controller will selected and apply with due care all possible technical means of programming and organisational nature, ensuring full protection of processed data, in particular it will secure data to prevent from their disclosure to unauthorised parties, loss and destruction, unauthorised modification, and against their processing in breach of the applicable legal provisions.

**II. Personal data controller.**

1. The controller of the personal data processed in the scope necessary for rendered services is Wawel-Imos International SA , ul. Radzikowskiego 109,

31-342 Kraków , NIP 677-005-03-79, REGON 001351894 (hereinafter “the Controller”)

Contact information:

Correspondence address: ul. Radzikowskiego 109, 31-342 Kraków

E-mail address: sekretariat@hotelpiast.pl. Phone number: 126832600,

2. All information about processed personal data may be obtained in person: Hotel Grand, ul. Sławkowska 5/7, 31-014 Kraków or via e-mail at: [kadry@grand.pl](mailto:kadry@grand.pl) , phone number 012 4240816 or 0124240800.

3. The personal data controller in the scope of the obligations resulting from GDPR is the HR Manager.

**III. Objectives of personal data processing.**

1. The personal data controller processes your personal data for the following purposes:

- a) proper rendering of the services subject to the business activity,
- b) maintenance of order records, providing information about the status of an order, delivery of ordered services, execution of payments, complaints, debt collection,
- c) examination of complaints and requests and replies to questions, we processing the personal data provided by you on the contact form, in complaints and requests, to provide answers to questions imposed in another form and some personal data provided by you about ordered services,

- d) for the purpose of marketing of our services, promotion, information in important events related to the business of our company.

#### **IV. The scope of collected personal data.**

The personal data processed by the Data Controller include: name and surname, company name, address of residence, address of delivery, registered office, date and place of birth, parents' names, NIP (tax identification number), REGON (Polish business registry number), citizenship, bank account number. These data are necessary for proper rendering of services by Wawel-Imos International SA.

#### **V. Voluntary provision of the personal data.**

Provision of the required data is voluntary, but it is the condition of services to be rendered by Wawel-Imos International SA.

#### **VI. Duration of data processing.**

1. Personal data will be processed for a period necessary for performance of ordered services, marketing activities and other services rendered for the Customer.

2. Personal data will be deleted, if a data subject asks for their deletion or withdraws his/her earlier consent if such consent is required; when as data subject does not undertake activities for a period longer than 10 years; when the Controller obtains information that stored data are invalid or inaccurate.

3. Some data, that is e-mail address, name and surname, may be stored for a period of the following 3 years for the purpose of evidence, examination of claims and complaints related to the services ordered by Wawel-Imos International SA

#### **VII. Recipients of personal data.**

Personal data may be provided to the following categories of recipients:

1. state authorities, if they ask us about them,
2. suppliers of the services used by us when rendering our services, e.g. for the purpose of fulfilment of an order (by a supplier), on issues related to payments and in accounting issues.

#### **VIII. Rights, to which data subjects are entitled in respect of their personal data.**

In relation to the new GDPR Regulations, every person **has the right to:**

1. demand access to their personal data, obtain detailed information about processing objectives, categories of processed personal data, about recipients or categories of recipients of such data, the planned period of storage of your data or about criteria of determination of such period, about rights vested in you under the GDPR and the right to file a complaint to the supervisory authority, on the source of such data, about automated decision making, including profiling and security means used in relation to transfer of your personal data outside the European Union,
2. acquire copies of your personal data,
3. demand rectification of your personal data if they are incorrect, you have also right to required that the supplements your personal data,
4. demand deletion of your personal data, that is **the right to be forgotten**, when:
  - a) your personal data are no longer necessary for purposes, for which they have been collected or processed otherwise,
  - b) you have withdrawn your consent in the scope of data processing on the basis of your consent,
  - c) your personal data were processed in violation of the legal provisions,

- d)** you have objected Your personal data processing for the purpose of direct marketing, including profiling, in the scope, in which personal data processing is related to direct marketing,
- e)** you have objected Your personal data processing in relation to processing necessary for fulfilment of a task performed in public interest or processing necessary for purposes resulting from legitimate interests of the Personal Data Controller or a third party,
- f)** demand restriction of personal data processing if you challenge correctness of your personal data or when processing of your data does not comply with legal provisions, and you demanded restriction of your personal data processing instead of deletion of personal data,
- g)** an objection filed against personal data processing,
- h)** demand transfer of personal data, in particular demand from the Controller of your personal data that it transfers your personal data, in a structured, commonly used, machine-readable and interoperable format and to transfer them to another controller of personal data.

**5.** Without due delay, and in any case within one month from receipt of a demand, the Controller shall provide you with information on activities undertaken in relation to your demand. If necessary, the monthly period may be prolonged by two following months in result of a complex nature of a demand or a number of demands. In any case, the Controller shall notify you on such prolongation in a month from receipt of a demand, and will present reasons of such delay.

**IX. Right to withdraw a consent.**

- 1.** If the Controller processes personal data on the basis of a consent given by you, you may withdraw such consent any time
- 2.** Withdrawal of consent for personal data processing shall have no impact on the legality of processing on the basis of such consent before it was withdrawn.

**X. A complaint filed to the supervisory authority.**

- 1.** If you believe that your personal data processing infringes the GDPR, you have a right to file a complaint to a supervisory authority, in particular in the place of your ordinary stay or a place, where the alleged infringement takes place.
- 2.** In Poland, the Inspector General for Personal Data Protection (GIODO) shall be the supervisory authority within the meaning of the GDPR.