

## Directive APARTMENTS JEDLOVÁ on the 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 (hereinafter referred to as the "General Data Protection Regulation"), we provide you with information on the processing of guests' personal data that occurs in connection with their stay at our facility.

### Contact details:

The controller of personal data is APARTMENTS JEDLOVÁ, located at Skalická 735, 473 01 Nový Bor, ID 11941073.

Contact details for the person responsible for data protection are: email: nadrazi@apartmany-jedlova.cz, tel. : +420 606 938 210

Data Processor: Radek Šmejkal tel. : +420 606 938 210 email: nadrazi@apartmany-jedlova.cz

### Table of personal data processing

#### Explanation of the table and processing

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

Storage period - means for how long we are authorized or obliged to process and store your data. Other recipients - here we indicate to which other recipients the data is transferred. If it says "None", it means we do not transfer it to anyone. Data source - here we indicate from whom we obtained personal data. If it says "Data subject", it means we obtained it directly from the person concerned.

We do not intend to transfer your personal data outside the EU or to any international organization. In cases where processing is based on the legal title "Conclusion or performance of a contract," we need your personal data to conclude the contract and its subsequent performance; without them, it is not possible to conclude the contract. In cases where processing is based on the legal title "Legal obligation," we need to process your personal data based on legal requirements for the duration specified by law, and during this time, we must not restrict or delete this processing. We will process your personal data only for the purposes specified in the table. Personal data is obtained directly from data subjects, except for processing "Accommodation reservation - receipt of information from internet reservation portals," where we obtain part of the personal data from companies operating internet reservation portals. Contact details of these personal data controllers can be found on their websites where you made the reservation. Due to their larger number and mutual transfer of data among them, we do not list them here. Data storage, i.e., your personal data in electronic form, is carried out through software security protected by access password. Paper documents containing your personal data and data resulting from the table are protected by storage in a lockable cabinet. Legally required data

In the case of a spa or recreational stay in spa areas and places of concentrated tourist traffic for the purpose of treatment or recreation, or a fee from accommodation capacity, if collected, according to

Act No. 565/1990 Coll., On local fees, the accommodation provider is required to keep a written record book, in which they enter the duration of the accommodation, the purpose of the stay (the purpose and duration are not visible in the book for the accommodation capacity fee), the name, surname, address of the permanent residence or permanent residence abroad, and the identity card number or travel document of the natural person who provided the accommodation. Entries in the record book must be made clearly and comprehensibly. These entries must be arranged chronologically. The accommodation provider keeps the record book for 6 years from the date of the last entry.

In connection with the General Data Protection Regulation and the obligations set by law (e.g., Act on the stay of foreigners in the territory of the Czech Republic No. 326/1999 Coll., In the valid version; Act on local fees No. 565/1990 Coll., In the valid version), the mandatory data for using our accommodation services are: Name, Surname, Date of Birth, Address, Duration of Stay, Document Number and Type, Any Visa, Purpose of Stay. Description of data subject rights As a data subject (a natural person whose data is processed), you have the following rights to your personal data. If you wish to exercise any of these rights, you can submit a request in the following ways: In person: your identity will be verified according to your ID card or passport, and a request will be drawn up with you, and the date of processing will be communicated. Without verifying your identity, the request cannot be accepted. Upon processing, written Notification of the request outcome and related materials will be provided to you after re-verifying your identity. For requests for more than one copy, we are entitled to charge a fee corresponding to administrative costs. Actions related to the exercise of data subject rights are free of charge. However, if requests are found to be evidently unfounded or excessive, especially if they are repetitive, we may: impose a reasonable fee taking into account administrative costs, refuse to comply with the requests. Electronically: send it by email to nadrazi@apartmany-jedlova.cz with a valid electronic signature; without this proof of identity, it cannot be recognized. Include in it: Identification details - name, surname, date of birth The exercise of which right you are requesting - see the chapter Description of data subject rights Clarification of the request - e.g., in the case of correcting correct data Telephone - for any clarification and agreement on further steps In case of doubts about your identity, we are entitled to request additional information to confirm your identity.

In Rumburk, on 12.10.2021 APARTMENTS JEDLOVÁ