

Hotel Kahlberg	<i>Name of the document</i>	<i>Identification</i>	<i>Is valid from</i>	W1
	INFORMATION OBLIGATION	RODO-A13	25.05.2018r.	

INFORMATION OBLIGATION

**BIG Zakład Pracy Chronionej Marian Groblewski Sp. K.
Hotel Kahlberg Bosmańska Street 1 82-120 Krynica Morska**

I. INFORMATION CLAUSE OF THE GDPR

Due to the entry into force on May 25, 2018 of Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46 / EC (general regulation on the protection of data), hereinafter referred to as GDPR, please read the following information, which will allow you and us to fulfill the information obligation imposed in this regulation.

Please be advised that in connection with the establishment and implementation of relationships in which personal data will be processed, we will be in possession of the following data:

- 1) Your,
- 2) Your employees
- 3) Your customers
- 4) Other people with whom you cooperate as part of various forms of cooperation.

The data we will process is:

- 1) first name and last name,
- 2) e-mail address,
- 3) name of the job position,
- 4) employer's address,
- 5) address of residence / correspondence,
- 6) phone number,
- 7) ID number,
- 8) PESEL number,
- 9) vehicle registration numbers.

The scope of the above data can be changed, which can be articulated by:

- authorization to process,
- a processing entrustment agreement,
- objections limiting processing expressed in writing.

Information on the reduction of the number of data categories should be provided in a way that allows PDC to fulfill your request.

At the same time, we would like to guarantee you the implementation of cooperation with respect for privacy and security rules for the obtained personal data, which take the form of electronic records or paper documents.

Please be advised that we have obtained compliance with the requirements of the GDPR, and therefore we supervise the processes and organizational solutions that will ensure you enjoy the full rights guaranteed in the GDPR.

Please be advised that our Data Protection Officer is Mr. Dariusz Klimowski, tel. 552394874, e-mail: IOD@fioi.org.

II. PERSONAL DATA ADMINISTRATOR

The administrator of personal data processed as part of the established relationships is BIG Zakład Pracy Chronalnej Marian Groblewski Sp. K. with its registered office at 82-310 Gronowo Górne, ul. Opalowa 25, e-mail address kahlberg@mierzeja.pl, zw.d. and TO.

III. DATA PROCESSING.

Żadna część niniejszego dokumentu nie może być emitowana i powielana jakąkolwiek techniką bez pisemnej zgody Administratora Danych Osobowych

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Personal data processed by us in connection with the provision of services provided under generally applicable law are obtained respecting:

- obtaining the consent of interested natural persons or the consent of the PDC to entrust or disclose personal data,
- ensuring the legal compliance of processing,
- the purposes and activities of processing.

We guarantee to persons providing us their personal data that we will not use this data in any way for profiling or activities inconsistent with the above-mentioned. processing purposes, registered as legitimate purposes.

Your data will be stored for a period of 3 years, after this time it will be archived for 2 years, and then they will be permanently removed, unless the contract, substantive reasons (e.g. limitation periods) or legal provisions specify other processing periods.

IV. LEGAL BASIS FOR PROCESSING

Your data is processed in accordance with the GDPR and general and specific legal provisions in force in the Republic of Poland and is not transferred outside the European Union.

V. YOUR RIGHTS IN RELATION TO THE TRANSFERRED PERSONAL DATA

Bearing in mind the above, we would like to inform you that you have the right to:

- access to personal data,
- rectification of personal data,
- deletion of personal data,
- limitations or extensions of the processing of personal data,
- object to the processing of personal data,
- transferring personal data,
- lodge a complaint with the Office for Personal Data Protection.

At the same time, we would like to inform you that in each of the above-mentioned In cases, your rights may be limited in accordance with the legal acts of the Republic of Poland, the European Union or other European Union Member States - according to the data processing operations.

VI. EXERCISING THE RIGHTS OF PERSONS WHOSE DATA ARE PROCESSED

The rights of natural persons referred to above may be enforced by e-mail to the following address: kahlberg@mierzeja.pl It is possible to exercise the rights of data subjects through other activities, provided that the accountability of the actions taken must be demonstrated (proof must be provided, that the action under the law of the data subjects has been carried out).

VII. DATA RECIPIENTS

Recipients of your data may only be employees and associates of PDC, Organizations authorized to obtain data on the basis of applicable law, which ensure an acceptable level of risk in processing and meet the standards set out in art. 28 and 32 GDPR.

PDA guarantees the involvement of adequate physical, technical and organizational measures to protect personal data against accidental or intentional destruction, loss, modification, theft, unauthorized disclosure, unauthorized use or access, in accordance with applicable regulations.

PDA has implemented and respects the procedures for dealing with incidents of personal data violations, including the need to notify the Office for Personal Data Protection about such violations within 72 hours of receiving information about such a violation.

Behalf ADO –/Hotel Manager