

## TERMS for Processing of personal data (next „terms“)

used Terms:

Data manager: Na Rozcesti –pension, Janov nad Nisou 358 (next "pension")

Customer: A person or company using the services of the operator (next "customer")

Regulation: Regulation of European Parliament and of the Council of EC, No 2016/679 of April 27<sup>th</sup>, 2016, General Data Protection Regulation (next "the Regulation")

general provisions

1. The subject of these terms & conditions is to ensure the processing of the personal data of the customers obtained in the pension's business activities, as well as an obligation to maintain confidentiality of the information obtained and within the scope and under the conditions set forth by these terms.
2. Pension undertakes to process customer personal data in accordance with these terms & conditions.. These conditions are drawn up in accordance with the rights and obligations under the relevant legislation Regulation of European Parliament and of the Council of EC, No 2016/679 of April 27<sup>th</sup>, 2016, General Data Protection Regulation.

RIGHTS, OBLIGATIONS & CONFIDENTIALITY

1. Pension commits to take such technical, personnel and other necessary provisions to prevent accidental access to personal data or unauthorized processing, modification, destruction or loss, transmission or other misuse of personal data.
2. As part of the provision of accommodation services, pension is obliged to process certain personal data of the guests. Only the receptionist and the owner work with these data.
3. The abovementioned users were informed about the sensitivity of personal data. Guests are solely responsible for the personal details of the pension provided by the pension. Pension or staff do not transmit personal data of guests to other entities (except of the obligation as per the Law on the residence of foreigners in Czech Republic - 326/1999).
4. Terms of processing and handling of personal data of guests by this processor are regulated in the processing agreement between pension and the respective processor.

CUSTOMER INFORMATION

1. Pension has the legal obligation to keep the following personal data about its guests: name, surname, date of birth, address, duration of stay, number & type of personal document, eventually visa number, purpose of stay. This obligation is governed by Law on the residence of foreigners in Czech Republic (326/1999) and Law on Local Fees (565/1990). Under these laws, pension is obligated to keep these personal data for 6 years. This data are stored in (i) guest cards in pension system, (ii) in house guestbook, and (iii) book of evidence which are stored in printed form in a locked space.
2. In addition to this data, pension collects & stores only customer's email and phone number. These 2 data serve for communication only in order to provide the accommodation service (within the customer purchase contract) ordered by customer - online, by mail, e-mail or by phone. Pension never uses this information for any marketing!
3. The customer has right to ask pension for an overview of his personal data at any time. In case of a request for deletion of personal data, tpension will delete the required personal data of the customer. However, the statutory time limits of the aforementioned laws must be met. Personal data can then be deleted only after the legal deadlines have passed.

## TECHNICAL AND ORGANIZATIONAL PROTECTION OF PERSONAL DATA

1. Pension commits to take such technical, personnel and other necessary provisions to protect all personal data and to assure, personally and organizationally, all obligations of the data manager, arising from the law, in particular the regulation.
2. Pension commits that the processing of the data will be ensured in particular as follows:
  - a) only authorized persons, who have a clear understanding of the conditions and scope of data processing, will have access to personal data and any such person will access personal data under its unique identifier;
  - b) Personal data shall be processed only at the pension;
  - c) the pension will prevent unauthorized reading, creating, copying, transferring, editing or deleting records containing personal data;
  - d) pension will take measures to identify and verify to whom personal data were transmitted, by whom they were processed, altered or deleted.
3. Pension undertakes to ensure that its employees and other persons processing the personal data will do so only under the conditions and to the scope specified to them and in accordance with its instructions. It will oblige all such parties to maintain confidentiality (even after finishing their work for pension) about personal data and security measures, which disclosure could jeopardize security of personal data.

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