

## **Information on personal data and privacy at IBB Andersia Hotel**

Andersia Tower Hotel Management Sp. z o.o., Poznan 61-894, Plac Andersa 3, VAT No: 7781432866 – owner of Andersia Hotel – attaches great importance to the privacy of its guests and other persons whose personal data are processed by the Hotel. In its operations the Hotel complies with the regulations protecting privacy, in particular, to General Regulation on the Protection of Personal Data No. 679/2016, the so-called GDPR.

The Hotel aims to ensure that any person whose personal data are processed by the Hotel has full information on the scope, purpose and means of processing their personal data and information about their rights. In its operations the Hotel uses only the data necessary for the implementation of each purpose for which personal data are processed.

### **Processing of personal data acquired for marketing or similar purposes**

If the Hotel acquired your personal information for marketing or similar purposes, you have the right to object to such processing. Your objection may be filed at any time. If the Hotel has no other legal basis for the processing of your personal data, the data processing will be discontinued. The legal basis for the objection is art. 21 of the GDPR.

### **Processing of personal data acquired on the basis of consent, including for marketing purposes**

If the Hotel acquired your personal data on the basis of your consent, you have the right to withdraw this consent at any time. This does not affect the validity of the processing of personal data before withdrawing the consent. The basis of the right to withdraw consent is art. 7 of the GDPR. If you object to the processing of personal data, we believe that you no longer consent to the processing of personal data.

### **Personal data of guests – people who stayed or will stay at the Hotel**

1. Personal data will be processed on the basis of an agreement for the provision of hotel services or booking concluded between the guest and the Hotel. The purpose of processing personal data is the provision of hotel or similar services to be provided at the request by the Hotel. In addition, personal data will be processed by means of the video surveillance system used in the Hotel. The purpose of the video surveillance is to protect guests and other people staying at the Hotel or in its vicinity.
2. The Hotel informs that providing personal data is a contractual and statutory requirement (for documenting sales to a guest in a VAT invoice). Failure to provide personal data makes it impossible to conclude an agreement with the Hotel, as well as prevents the issue of a VAT invoice.
3. Personal data will also be processed in order to conduct satisfaction surveys in connection with the services provided by the Hotel. The legal basis for the processing of personal data for this purpose is justified by the interest of the Hotel (art. 6 paragraph 1 point f of the GDPR). The Hotel assessed the impact of measures taken for this purpose on privacy. This assessment has led the Hotel to the conclusion that processing of personal data in the framework of the legitimate interest does not interfere too much in the privacy of guests. In addition, the method of processing of personal data is to improve the quality of services provided by the Hotel, which is expected to bring benefits to guests in the form of better understanding of their needs. Therefore, the interests of guests are not affected.

4. The Hotel informs that personal data of guests will be stored for the entire period of provision of hotel services, as well as during the period of limitation of possible claims, including tax and civil claims. In contrast, personal data processed via the video surveillance system will be kept for 30 days, unless due to special circumstances (e.g. accident) recordings will need to be kept for a longer period.
5. If you book accommodation in the Hotel through a travel agent or booking portal, the categories of your personal data provided to the Hotel by these entities may include, in particular first and last name, date of stay, email address and phone number. Information about the exact source from which the Hotel acquired your personal data can be obtained at the reception desk.

### General information

1. The Hotel informs that personal data may be disclosed to the following categories of recipients:
  - a. accounting/audit companies cooperating with the Hotel,
  - b. law firms cooperating with the Hotel,
  - c. insurance companies cooperating with the Hotel,
  - d. IT companies and companies supporting and managing the IT infrastructure of the Hotel,
  - e. courier and postal companies,
  - f. business partners and service providers cooperating with the Hotel (e.g. organization of transfer, restaurant bookings),
  - g. travel agencies,
  - h. authorities
2. The Hotel informs that everyone has the right to access their personal data (art. 15 of the GDPR) and to correct and update the same (art. 16 of the GDPR). Each person also has a right to transfer their data (Art. 20 of the GDPR), object to the processing (art. 21 of the GDPR) and to remove data (art. 17 of the GDPR), limit the scope of processing (art. 18 of the GDPR) if there is a legal basis.
3. The Hotel informs about the right of complaint to the supervisory authority supervising personal data processing.

### COOKIES POLICY

1. Andersia Tower Hotel Management Sp. z o.o., Poznan 61-894, Plac Andersa 3, **VAT NO.: 7781432866, Company code: 300180027, as the owner and operator of the service <http://www.andersiahotel.pl/> (hereinafter: the Service) provides the following information on the application and use of cookies by the Service.**
2. The Service does not automatically collect any information, except for the information contained in cookies. Information collected automatically is not used in order to make automated decisions resulting in any obligations to the User.
3. Cookies are computer data, in particular text files, that are stored in the User's terminal equipment and are used to operate the websites of the Service. Cookies typically contain the name of the original website, time of storage on terminal equipment and a unique number.
4. The entity placing cookies in the User's terminal equipment and accessing them is the Service operator.
5. Cookies are used to:
  - a) manage the Service;

- b) create statistics that help to understand how Users use the Service, which allows to improve their structure and content,
  - c) maintain the User's sessions in the Service (after logging in), so the User does not have to re-enter login and password on every page of the Service;
  - d) analyse the ways in which users use the service, interact with content and view advertising. Authorized third parties may use cookies and similar technologies for such purposes.
6. The Service uses the following types of cookies:
- a) "session" cookies which are temporary files that are stored in the User's terminal equipment until logging out, leaving the website or disabling the software (web browser);
  - b) "persistent" cookies are stored in the User's terminal equipment for the time specified in the parameters of cookies or until their removal by the User.
7. The Service additionally uses the following types of cookies:
- a) "essential" cookies enabling the use of the services available in the Service, for example authentication cookies used for services that require authentication through the Service;
  - b) cookies used to ensure safety, e.g. used to detect fraud in the field of authentication in the Service;
  - c) "performance" cookies enabling the collection of information about the method of using the websites of the Service;
  - d) "functional" cookies, allowing to "remember" the settings chosen by the User and personalize the User interface, e.g. in terms of the selected language or region of the User, font size, appearance of the website, etc.;
8. In a number of cases software used to browse websites (browser) by default allows storage of cookies in the User's terminal equipment. Service Users can at any time change their cookie settings. These settings can be changed in particular in such a way as to block the automatic support of cookies in your web browser settings or to notify you whenever cookies are to be saved on the User's device. Detailed information about the possibilities and ways of supporting cookies is available in the software settings (web browser).
9. The Service Operator advises that restrictions on the use of cookies may affect some functionalities available on the websites of the Service.