

## **General Data Protection Regulation**

### Information clause regarding the processing of customer data

According to art. 13. § 1 and § 2 of the general regulation on the protection of personal data of 27 April 2016 (hereinafter: GDPR), we provide below basic information on the rules for the processing of personal data

#### **PERSONAL DATA ADMINISTRATOR**

NAME	Centrum Rehabilitacji i Odnowy Biologicznej Sp. z o.o.
ADDRESS	Al. Zwycięstwa 255
POSTAL CODE	81-525
CITY	Gdynia
VAT No	5862145495
Registration No	220034595

#### **SCOPE OF APPLICATION**

Processing personal data of clients Centrum Rehabilitacji i Odnowy Biologicznej Sp. z o.o., including guests of the hotel, SPA and patients of physiotherapy and rehabilitation.

#### **INFORMATION ON PROCESSING OF PERSONAL DATA**

##### **CONTACT DETAILS**

1. In matters related to the processing of personal data, in particular regarding the implementation of personal data administrator's duties and the exercise of the rights of personal data subjects, please contact the Data Controller by sending correspondence to the address of the registered office or e-mail: [hotel@hotelkuracyjnny.pl](mailto:hotel@hotelkuracyjnny.pl)

#### **LEGAL BASIS FOR PROCESSING OF PERSONAL DATA**

2. The processing of personal data is necessary for the performance of a contract to which the data subject is a party, or to take action at the request of the data subject before concluding the contract.

3. The processing of personal data is necessary to fulfill the legal obligation of the administrator:

3.1. The Act of July 14, 1983 on national archival resources and archives

4. Personal data in the purpose and scope specified in specific cases may be processed on the basis of a separate consent for the processing of personal data.

#### **PURPOSE OF DATA PROCESSING**

5. Personal data will be processed in order to:

5.1. provision of hotel services;

5.2. provision of catering services;

5.3. providing SPA services;

5.4. provision of rehabilitation and physiotherapy services;

5.5. Document Archiving;

5.6. investigation of possible claims related to the concluded contract or services provided;

5.7. conducting marketing activities.

## **PROCESSED PERSONAL DATA**

6. Data of clients / patients using the services of Centrum Rehabilitacji i Odnowy Biologicznej Sp. z o.o.

## **THE CHARACTER OF PROCESSING OF PERSONAL DATA**

7. Personal data will be processed in a manual manner by authorized persons and in an automated manner using dedicated information systems.

8. The processing of personal data by means of IT systems will not be used to automatically decide on individual matters.

9. Automated processing of personal data will not involve profiling, i.e. an action involving the use of personal data for the assessment of certain personal factors, in particular for the analysis or projection of aspects relating to the effects of work, personal preferences, interests, credibility, behaviour.

## **PERIOD OF PROCESSING OF PERSONAL DATA**

10. Personal data processed in order to perform the contract will be processed until the claims for the contract are time-barred or until the obligation to process data resulting from legal provisions expires, and in particular the obligation to keep accounting and financial documents regarding contracts and conducting business.

11. Personal data processed for the purposes of the rehabilitation and physiotherapy services referred to in item 5 will be processed until the data processing obligations indicated in legal provisions concerning the entities providing health services, in particular medical documentation of the Patient, are no longer in effect.

12. Personal data processed on the basis of the consent obtained will be processed until such consent is withdrawn.

## **SHARING PERSONAL DATA**

13. Personal data may be made available to authorized or authorized entities in the form of information processed in IT systems.

14. Personal data may be made available to the client / patient or the person authorized by him / her.

15. Personal data may be made available to entities or cooperating persons who have been commissioned to provide services only to the extent and for the purpose related to the execution of orders and purposes set out in point. 5 or entrusted with the processing of personal data.

16. Personal data may be made available to public authorities to the extent necessary to perform their tasks by them, in particular supervision and control.

## **TRANSMISSION OF PERSONAL DATA OUTSIDE THE EUROPEAN ECONOMIC AREA**

17. Personal data will not be transferred outside the European Economic Area (European Union countries and Iceland, Liechtenstein and Norway).

## **RIGHTS OF THE PERSONAL DATA COMPANY**

18. You have the right to access your personal data, rectify them, delete or limit processing.

19. You have the right to object to further processing, and if you consent to the processing of data to withdraw it at any time. The exercise of the right to withdraw consent does not affect the processing that took place until the consent was withdrawn.

20. You have the right to receive the personal data provided in a structured, commonly used, readable machine format.

21. You have the right to lodge a complaint to the supervisory body dealing with the protection of personal data - the President of the Office for Personal Data Protection.

