

## SAMPLE COMMUNICATION TO MEET THE INFORMATION OBLIGATION

The company **HOTEL TATRA KOPŘIVNICE s.r.o.**, company identification No. IČO: **25858874**, with its registered office at **Žerotínova 1114, 755 01 Vsetín** (as the “Controller”), processes personal data in accordance with Regulation 2016/679 of the European Parliament and Council of 27 April 2016, General Data Protection Regulation (“GDPR”) and additional legislation.

In order to *reservations, ledger bookkeeping and keeping a house logbook*, the following personal data are processed: *surname, first name, address of permanent residence or address of permanent residence abroad, identity card number or passport number, purpose of stay in Czech republic, date of arrival and date of departure, email address, telephone number* on the basis of **Statutory Obligation (Act No. 565/1990 Coll., On Local Fees, as amended), Statutory Obligation (Act. No. 101/2000Sb., on the processing of personal data), Statutory Obligation (Act No. 326/1999 Coll. on the Residence of Foreign Nationals in the Czech Republic, as amended)** obtained from the data subject.

The Controller will be processing the personal data in a manual and automated manner directly through his/her authorized staff and also through the processors authorized by the Controller under various personal data processing contracts.

The list of subjects, to which the data subject's personal data can be made accessible: **Police of the Czech Republic, Immigration Police,**

Personal data will be processed by the Controller for:

Reservations: **180 days**

Ledger: **6 years after the last entry**

House logbook: **6 years after the last entry**

The data subject has the right to access his/her personal data processed by the Controller, right to the data's correction or deletion, or limitation of processing respectively, as well as the right to object to processing.

The data subject also has the right to obtain from the Controller personal data which relates to the data subject and which the data subject has provided to the Controller. At the request of the data subject, the Controller shall provide the data subject with the data without undue delay in a structured, commonly used and machine-readable format or, at the request of the data subject, will provide the data to an alternative unambiguously designated controller. This right does not apply to the personal data which has not been processed automatically.

The Controller does not intend to provide personal data to third countries.

If the data subject considers that unauthorized processing of his/her personal data is taking place, he or she may address a complaint to the supervisory authority, which is the Office for Personal Data Protection ([www.uoou.cz](http://www.uoou.cz)) in the case of the territory of the Czech Republic.

**Controller's contact details: Bc. Lukáš Hykel, email: [provozni@tatrahotel.cz](mailto:provozni@tatrahotel.cz)**