Information clause regarding the protection of personal data

***Client, Supplier***

In accordance with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC, we would like to provide you with the following information:

**§1. ADMINISTRATOR**

The administrator of personal data is the company Mazurski Raj Sp. z o. o. with headquarters in Piaski 5, Ruciane-Nida (12-220), KRS (National Court Register Number): PL 0000447187, NIP (Tax Identification Number): PL 125-16-19-476. Contact details:  [recepcja@mraj.pl](mailto:%20recepcja@mraj.pl%20)  .

**§2. OBJECTIVES AND LEGAL BASIS FOR PERSONAL DATA PROCESSING**

1. Handling inquiries - based on art. 6 (1) (a) of GDPR - consent of the data subject.
2. Reservation of hotel services, including accommodation, catering and other - based on art. 6 (1) (b) of GDPR.
3. Implementation of the contract for the provision of hotel services, including accommodation, catering and other - based on art. 6 (1) (b) of GDPR.
4. Implementation of services offered by Harbour Administration (Bosmanat) - based on art. 6 (1) (b) of GDPR.
5. Purchase of materials, goods and services - pursuant to art. 6 (1) (b) of GDPR.
6. Performing statutory duties of the Administrator, including tax obligations - based on art. 6 (1) (c) of GDPR.
7. Sending commercial information by the Administrator - pursuant to art. 6 (1) (a) of GDPR - consent of the data subject.
8. Marketing of services offered by the Administrator - pursuant to art. 6 (1) (a) of GDPR - consent of the data subject.
9. Ensuring the safety of persons and property located in the area owned and used by the Administrator by means of visual monitoring - pursuant to art. 6 (1) (f) of GDPR.

**§3. PERIOD OF PERSONAL DATA PROCESSING**

1. Data on submitted inquiries - for 1 year from the moment the Administrator submits the offer or until the consent is withdrawn.
2. Data regarding the booking of hotel services, including accommodation, catering and other - for 5 years from the end of the calendar year in which the transaction took place, and, in the case of civil law claims - until they expire.
3. Data on the implementation of the contract for the provision of hotel services, including accommodation, catering and other - for 5 years from the end of the calendar year in which the transaction took place, and, in the case of civil law claims - until their limitation.
4. Data on the implementation of services offered by Harbour Administration (Bosmanat) - until the end of the calendar year in which the service took place, and, in the event of civil law claims - until they expire.
5. Data regarding the booking of hotel services, including accommodation, catering and other - for 5 years from the end of the calendar year in which the transaction took place, and - in the case of civil law claims - until they expire.
6. Data on the performance of the Administrator's statutory duties, including tax obligations- for 5 years from the end of the calendar year in which the transaction took place, and, in the case of civil law claims - until their limitation.
7. Data processed for the purpose of sending commercial information by the Administrator - until consent is withdrawn.
8. Data processed for the purposes of marketing services offered by the Administrator - until consent is withdrawn.
9. Data processed in the video monitoring systems - for 3 months, and in case of civil law claims until they expire.

**§4. ENTITIES TO WHICH PERSONAL DATA MAY BE DISCLOSED**

1. Entities entitled to obtain personal data on the basis of legal provisions.
2. Entities cooperating in the field of IT support services and providing IT software.
3. Entities cooperating in the field of legal services.
4. Entities cooperating in the field of insurance protection and claim settlement.
5. Entities cooperating in the field of financial services.

**§5. THE RIGHTS OF PERSONS WITH REGARD TO THE PROCESSING OF PERSONAL DATA**

1. Each person has the right to access, rectify and transfer personal data - in the scope of purposes arising from legitimate interests pursued by the Administrator or the implementation of the contract.
2. Every person has the right to access personal data, the right to rectify it, the right to transfer it and the right to delete or limit processing, the right to object to the processing, the right to withdraw consent at any time - for the purposes for which consent was given - for the purposes for which consent was given. Withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.
3. Every person has the right to lodge a complaint with the supervisory body (Personal Data Protection Office, UODO) if the data being processed does not comply with legal requirements.

**§6. REQUIREMENT OF PROVIDING PERSONAL DATA**

Providing personal data is voluntary, however, refusal to provide data may result in refusal to make a reservation, conclusion of a hotel service contract and performance of services offered by Harbour Administration (Bosmanat).

**§7. AUTOMATED DECISIONS BASED ON PERSONAL DATA, INCLUDING PROFILING**

Personal data is not subject to automated decision making, including profiling.

**§8. DATA PROTECTION SUPERVISOR**

The Data Protection Officer is available at the following email address:  [odo@mraj.pl](mailto:odo@mraj.pl)  . It is also possible to contact us by using the following postal address: Mazurski Raj Sp. z o.o., Piaski 5, 12-220 Ruciane-Nida, Poland, with the note "Personal data protection".