**INFORMATION ON THE PROCESSING OF HOTEL GUESTS’ PERSONAL DATA**

| Agenda | Purpose of processing | Personal data category | Legal grounds | Specification | Personal data source | Retention period and erasure time limit | Data recipient categories |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Correspondence | Received and sent mail | First name, surname, address, phone, e-mail, signature | f) protection of legitimate interests of the controller or other party over which the data subject’s interests in its privacy do not prevail | Specification, exercise or defence of legal claims | Data subject | 2 years |  - |
| Record management services | Performance of record management services | First name, surname, address, phone, e-mail, signature | c) performance of the controller’s legal obligation | Act No. 499/2004 Coll. on archiving and record management services | Data subject | 5-10 years according to the retention plan |  - |
| Hotel services | Registration of accommodated persons  | First name, surname, date of birth, permanent address  | c) performance of the controller’s legal obligation | Act No. 565/1990 Coll. on local fees | Data subject | 6 years | Police of the Czech RepublicControl authorities |
| Hotel services | Registration and reporting of foreign nationals’ stays | First name, surname, date of birth, citizenship, permanent address abroadPassport No., visa No.Duration and purpose of stay | c) performance of the controller’s legal obligation | Act No. 326/1999 Coll. on the residence of foreign nationals in the Czech Republic  | Data subject | 6 years | Services of the Foreign Police - Police of the Czech Republic |
| Bookkeeping | Issue and recording of accounting documents | First name, surname, signature | c) performance of the controller’s legal obligation | Act No. 563/1991 Coll. on accounting, Act No. 235/2004 Coll. on value added tax | Data subject | According to the retention plan and special statutory regulations | Tax authority |
| CCTV operation | Safety and protection of life and health of persons (employees, contractual partners or participants and visitors of sports, cultural events and other events) | CCTV recording | f) protection of legitimate interests of the controller over which the data subject’s interests in its privacy do not prevail | Safety and protection of life and health of persons  | Data subject | 240 hours (10 days)in case of a security incident until investigation thereof | Law enforcement authorities or administrative authorities for conducting misdemeanour proceedingsInsurance companies involved in investigations related to claims settlementHC Vítkovice sports club |
| CCTV operation | Prevention of crimes, vandalism and intentional damage to property of the controller, contractual partners, event participants and other involved parties | CCTV recording | f) protection of legitimate interests of the controller over which the data subject’s interests in its privacy do not prevail | Prevention of crimes and vandalism | Data subject | 240 hours (10 days)in case of a security incident until investigation thereof | Law enforcement authorities or administrative authorities for conducting misdemeanour proceedingsInsurance companies involved in investigations related to claims settlementHC Vítkovice sports club |
| CCTV operation | Compliance with the centre's rules and regulations by visitors and users | CCTV recording | f) protection of legitimate interests of the controller over which the data subject’s interests in its privacy do not prevail | Compliance with the rules and regulations by visitors and users | Data subject | 240 hours (10 days)in case of a security incident until investigation thereof | Law enforcement authorities or administrative authorities for conducting misdemeanour proceedingsInsurance companies involved in investigations related to claims settlementHC Vítkovice sports club |
| CCTV operation | Performance of obligations as per the Payment Card Acceptance Agreement entered into by and between the controller and the bank UniCredit Bank Czech Republic and Slovakia, a.s., based at Želetavská 1525/1, post code 140 92 Prague 4 – Michle  | CCTV recording | f) protection of legitimate interests of a third party (banking institute) over which the data subject’s interests in its privacy do not prevail | The legitimate interest of the third party (bank) in keeping a record for a period of 30 days is to ensure the specification, exercise or defence of legal claims related to the provision of card services for purposes of payments at parking pay points | Data subject | 720 hours (30 days)in case of a security incident until investigation thereof | Bank |