



Attachment No.1 - The specific purposes and scope of personal data processing by PURO

Item	Article	The scope of data to be collected	The purpose of processing	Type of personal data	Subject category	Maximum time personal data is kept
1	Ordering and providing hotel / catering / conference / other service; submitting a service request	1. full name, 2. personal identification number, 3. id/passport number 4. address of residence, 5. image (surveillance on the hotel premises), 6. email address, 7. telephone number, 8. payment card details, 9. information about the stay dates, 10. information about stay preferences 11. number of adults covered by the contract, 12. number and age of children covered by the contract, 13. preferred language 14. inquiry 15. predicted age 16. predicted gender 17. data on Guest's disability 18. required information for a VAT invoice	To sign and implement a contract with a client	Personal data as defined by GDPR Article 4 (1) and biometric data as defined by GDPR Article 4 (14) in case of surveillance	Hotel guests and potential guests	Three years from the date of concluding service at the end of the calendar year (limitation period for possible claims), and monitoring data for 30 days. Data on Guest's disability are processed only within Guest's stay date.
2	To process a complaint about the ordered service	1. full name 2. personal identification number 3. ID/passport number 4. address of residence 5. image (surveillance on the hotel premises), 6. email address 7. telephone number 8. payment card details 9. information about the stay dates 10. information about stay preferences 11. number of adults covered by the contract 12. number and age of children covered by the contract 13. preferred language 14. required information for a VAT invoice 15. complaint content	To process a complaint	Personal data as defined by GDPR Article 4 (1)	Hotel guests	Three years from the date of concluding service at the end of the calendar year (limitation period for possible claims)

3	Newsletter	1. full name, 2. email address. 3. subscription status change date 4. estimated gender 5. estimated age	For marketing purpose	Personal data as defined by GDPR Article 4 (1)	Individuals who consented to receiving the information	To withdraw consent to the processing of personal data, to object to its processing or until the processing is no longer necessary.
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