

## INFORMATION ON PERSONAL DATA PROCESSING FOR GUESTS OF APARTMENTS BIBLIO

Pursuant to Article 13 of the General Data Protection Regulation (GDPR), we inform you that:

### 1. Data Controller

The controller of your personal data is: TARASOV ANTON, ul. Kottątątaja 10/13, 91-427 Łódź, Poland  
NIP: 9462539525, REGON: 060461013, Email: apartamentybiblio@gmail.com

### 2. Purpose of Data Processing

Your personal data may be processed for the following purposes:

- to make and manage your booking,
- to provide accommodation and related services,
- to issue invoices or receipts,
- to contact you regarding your reservation or stay,
- to comply with legal obligations (e.g., accounting, tax, registration),
- to ensure the safety and security of guests and property (e.g., CCTV – if in use),
- to protect the legal interests of the controller (e.g., fraud prevention, claims handling),
- to collect feedback and improve services,
- to send marketing communications, only with your consent,
- to process reservations made through external booking platforms (e.g., Booking.com, Airbnb, etc.).

### 3. Legal Basis for Processing

The legal basis for processing your data includes:

- Article 6(1)(b) GDPR – necessity for the performance of a contract (your booking),
- Article 6(1)(c) GDPR – compliance with a legal obligation,
- Article 6(1)(f) GDPR – the legitimate interests of the controller (e.g., security, contact),
- Article 6(1)(a) GDPR – your consent (e.g., for marketing purposes).

### 4. Categories of Data Processed

We may process the following categories of personal data:

- full name,
- contact details (email, phone),
- address,
- ID or passport number (if required by law),
- booking details (dates of stay, number of guests, preferences),
- vehicle registration number (if applicable),
- company data (for invoicing purposes),
- CCTV footage (if surveillance is in place).

## 5. Data Recipients

Your personal data may be shared with:

- accounting and legal service providers,
- IT and reservation system providers,
- external booking platforms (e.g., Booking.com, Airbnb),
- cleaning or maintenance services (if applicable),
- payment processing providers,
- public authorities, if legally required.

## 6. Data Transfers Outside the EEA

If necessary, data may be transferred outside the European Economic Area (EEA), but only to entities that ensure an adequate level of protection (e.g., providers using standard contractual clauses or certified under recognized frameworks like the EU-U.S. Data Privacy Framework).

## 7. Data Retention Period

Your data will be retained for:

- the period required by law (e.g., 5 years for accounting records),
- the duration of any applicable claims or disputes,
- until you withdraw your consent (for marketing purposes).

## 8. Your Rights Under GDPR

You have the right to:

- access your personal data,
- rectify inaccurate data,
- request erasure of data ("right to be forgotten"),
- restrict processing,
- object to data processing,
- data portability,
- withdraw consent at any time,
- lodge a complaint with the data protection authority (UODO in Poland).

## 9. Voluntary Nature of Data Provision

Providing your data is voluntary, but necessary to complete your booking and provide our services. Without it, we may be unable to accommodate your reservation.

## 10. Automated Decision-Making

We do not use your personal data for automated decision-making or profiling.