

Information on the processing of personal data for guests accommodated at the caravan park

Why do you need this information?

Protecting your personal data is important. This document is to let you know how we process your personal data and for what purpose, what applicable legislation there is, who your personal data is transferred to and how it is protected when stored. It is our responsibility to process and protect your personal data in compliance with the General Data Protection Regulation (hereinafter referred to as "GDPR").

Who is the data controller of your personal data?

The Municipality of Únanov, based in Únanov 463, 671 31, Únanov, registration number 00293725

Contact details of the controller can be found at <http://www.obecunanov.cz/>

Who is the data protection officer ("DPO")?

This is a person who is responsible for overseeing the controller's compliance with the applicable legislation when processing your personal data. For you, the DPO is a kind of an "ombudsperson" in relation to processing your personal data. You can lodge a complaint with them, ask about the correct procedure, require clarification of your rights in relation to processing and protecting personal data by the municipality.

Contact details of the DPO can be found at <http://www.obecunanov.cz/obecni-urad>

What are the purposes of and legal provisions governing the processing of your personal data?

Your personal data is processed in order to arrange accommodation in this caravan park. When doing so, the controller must comply with the obligations arising from the applicable legislation, such as, without limitation, Act No 326/1999 on Residence of Foreigners in the Territory of the Czech Republic and Amendments of Some Acts, as amended, where the controller is obliged to record your personal data in the guest register if you are a foreigner; and Act No 565/1990, on Municipal Charges, as amended, where the controller is obliged to keep records of those accommodated in the guest book in order to collect and pay the tourist tax. Besides these legal provisions, providing accommodation is governed by the relevant provisions of the Civil Code applicable to the conclusion and performance of an Accommodation Agreement. In order to conclude the agreement and for the controller to comply with their legal obligation, providing personal data is mandatory. If the parties fail to do so, accommodation cannot be provided.

The legal provisions establishing the right to process personal data are therefore, without limitation, the controller's compliance with the legal obligation under Article 6, paragraph 1, point (c) and also ability to perform a contract under Article 6, paragraph 1, point (b) of GDPR. There is no automated decision-making or profiling involved when processing your data.

Who has access to your personal data?

Your data is processed by the controller's representatives or staff who are entitled to do so on the basis of their legal obligation or job position. Your personal data is further transferred under applicable legislation to government bodies, public authorities, and other institutions under the relevant law.

How long will we keep your personal data?

We will not keep your personal data for any longer that is necessary in light of the reasons for which it was first collected, as stated above. When the reasons to process no longer exist, your personal data is stored in relevant documents for as long as we are obliged to keep it in archives under applicable legislation or under the municipal Document Destruction Rules. The controller will erase your personal data when there is no reason to process it or store it pursuant to the mandatory archiving period.

What are your rights?

With regard to your personal data, you have the following rights:

- a) to require the information on whether we process your data and if that is the case, you are entitled to further information on processing this personal data and request a copy of it;
- b) to request a rectification or completion of inaccurate or incomplete personal data that is related to you;
- c) to request erasing your personal data when the reasons to process no longer exist or when the mandatory archiving period has elapsed;
- d) to request a restriction on processing your personal data (for instance when defending your interests, when you contest the accuracy of the data or object to its processing pursuant to Article 18 of GDPR);

Furthermore, it is your right **to object** to the municipality **to processing your personal data** relating to you provided the data is processed in the public interest or a legitimate interest of the municipality.

If you have reason to believe that processing your personal data has violated the GDPR and you have not been able to deal with the problem successfully even with the assistance of the above-mentioned DPO, you have the right to lodge a complaint with a supervisory authority, which in this case is The Office for Personal Data Protection, Pplk. Sochora 7, 170 00 Praha 7.

How can you contact us?

In order for us to settle your rights, handle your suggestions or queries, it is necessary to verify your identity to make sure that we are e.g. providing the requested copy of your personal data really to you, and therefore we list the means by which you can make a submission in relation to processing your personal data by the municipality:

- a) electronically to our data box 4exbk8a provided you own one as a natural person;
- b) electronically, using e-mail with an advanced electronic signature to the following address: epodatelna@obecunanov.cz;
- c) in paper form with a certified true signature using postal services to the following address: Obec Únanov, Únanov 463, 671 31 Únanov;
- d) in person at the municipal authority headquarters Únanov 463 during office hours.

This information on processing personal data is effective as of 25 May 2018.