personal data protection

This Privacy statement describes the way how we deal with the information and data you share with us. We will process your personal data provided to us (whether in person, via our hotel website, or any other means) or otherwise held by us in the manner and for the purposes set out in this Privacy statement. Collection and processing of your personal data is conducted in accordance with the applicable data protection legislation, in particular, the Act No. 101/2000 Coll., on Protection of Personal Data or legislation that will amend or replace it in the future, e.g. the General Data Protection Regulation.

WHO CONTROLS YOUR DATA?

The controller of your personal data is Codan Consulting s.r.o., having its registered seat at Provaznická 11, Postal code 110 00, Prague 1, Czech Republic, Identification No.: 24684678

In case of any requests relating to processing of your personal data, please contact us at +420 251 019 379 or send us an e-mail at [info@codan-consulting.com](mailto:info@codan-consulting.com)

ON WHAT LEGAL BASIS DO WE COLLECT AND PROCESS INFORMATION ABOUT YOU?

If you are making an online reservation, we collect and process information about you based on our contractual obligation to perform those processes.

All other information that is not necessary for the performance of the online reservation process shall be collected and or processed on the basis of consent (your explicit consent will be requested) and you have the right to either agree or disagree to provide us with that information. *For example, we shall only place you on our mailing list if you subscribe to it.*

WHY DO WE COLLECT INFORMATION?

Information is collected to facilitate the online reservation process, to offer additional services to you where you consent to such offers and/or to help us improve this process for your future use.

WHAT INFORMATION DO WE COLLECT ABOUT YOU?

To carry out the online reservation process we require all the information required in reservation form including your name, address, email address and the credit card details that shall be used to pay for the accommodation. We will collect any other reservation data you may choose to provide, for example details of special/additional requirements.

HOW DO WE USE THE INFORMATION?

In ordered services such as accommodation, transportation… arranged by our company, we will process your personal data for the purposes of provision of demanded services.

For this purpose, our company will process your personal data completed in the reservation form or an order, particularly your name, surname, home address, address for invoicing, e-mail address, based on the service you have ordered.

Our company arranges these services as an organizer, (it does not provide the service directly). For this we cooperate with the providers (hotels, taxi companies, restaurants etc.). To provision of certain service, we will disclose your personal data to respective recipient – provider of the service. You will obtain more details about the recipient of your personal data during our communication or based on your request.

We process your personal data for this purpose for the duration of respective service, for the period of final settlement of the payment for service and final conclusion of the event and, furthermore, we store them for the period required by applicable laws (laws on accounting, tax laws).

Who do we share your personal data with?

Your personal data may be disclosed to reliable third parties that provide us with administrative or technical or other support, ensure business activity for us, or the data processors.

We may also share your personal data with payment institutions in order to process your payment for your booking/reservation, travel & accommodation providers in order to ensure your safe travel and appropriate accommodation during your stay.

If required by law, we may share your personal data with government authorities or law enforcement bodies, with external advisors and with other personnel who is subject to confidentiality obligation.

WHAT IF YOU DO NOT WANT TO PROVIDE YOUR PERSONAL DATA?

If you do not wish to provide data that is required for the online reservation process (data needed to be able to create the booking/reservation), then you will not be able to proceed with the respective process and we advise that you contact us directly.

If you do not wish to provide data during the online reservation process that is not required, (are not mandatory), then you may choose to not provide such information, and this shall not impact upon the process.