

Information obligation – privacy policy

Data controller and contact information

The data controller is Inco S.A. Group, ul. Wspólna 25, 00-519 Warszawa, e-mail address:

kontakt@inco.pl

Contact to the data protection officer – e-mail:

iod@inco.pl

Purposes of processing and legal basis for processing

Personal data will be processed for the purposes of:

- Handling reservations – Article 6(1)(b) of the GDPR*
- Providing and reconciling hotel services, including issuing a VAT invoice – Article 6(1)(b) and (c) of the GDPR
- Pursuing potential claims – Article 6(1)(f) of the GDPR
- Processing of possible complaints – Article 6(1)(b) and (f) of the GDPR

Period during which the data will be processed

- Handling of reservations – until a suitable offer for accommodation is made
- Provision and reconciliation of hotel services, including VAT invoicing – for the duration of the stay and also for a period of 5 years after the end of the financial year
- Pursuing potential claims – until they expire, in accordance with the relevant provisions of the Civil Code
- Handling complaints, if any – until they expire

Recipients of the data

Personal data may be disclosed to employees or associates of the Company, as well as to entities providing support to the Company on the basis of contracted services and in accordance with concluded entrustment agreements.

Rights of the data subject

- You have the right to access your data and to request their rectification, erasure, restriction of processing. To the extent that the processing of your personal data is based on the premise of a legitimate interest of the controller, you have the right to object to the processing of your personal data.
- To the extent that the processing of your personal data is based on consent, you have the right to withdraw your consent. The withdrawal of consent has no effect on the lawfulness of the processing carried out on the basis of consent before its withdrawal.
- To the extent that your data are processed in order to conclude and perform a contract or processed on the basis of consent – you also have the right to transfer your personal data, i.e., to receive your personal data from the controller in a structured, commonly used format suitable for machine reading. You may transfer these data to another data controller.
- You also have the right to lodge a complaint with the supervisory authority dealing with the protection of personal data.

* Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC.

Information about cookies

This information concerns cookies and applies to the websites of Inco S.A. Group with its registered office in Warsaw at ul. Wspólna 25.

What are cookies?

These are IT data stored in users' terminal equipment for the use of the Company's websites. Cookies usually contain the name of the website they come from, the time they are stored on the terminal device and a unique number.

What do we use cookies for?

The Company uses cookies to:

1. optimise the content of the websites and enable their content to be better tailored to users' preferences. These cookies allow us to recognise your device and display the website in a way that is tailored to your individual needs;
2. collect information for statistical purposes to analyse the traffic on our websites and to analyse the elements on our websites in order to improve the structure and content of our websites for an even better satisfaction of our customers. These cookies do not identify you personally, but allow us to analyse how you visit our site, through which device, which browser, operating system, which keyword you use, etc.;
3. make it possible to place and carry out orders in the Bookshop of "Pax" Publishing Institute, including maintaining the user session (after logging in), thanks to which the user does not have to log in again on each subpage of the Bookshop. Cookies placed by the Company on end devices may also be used for advertising purposes, including by entities cooperating with the Company.

What cookies are used and do they contain personal data?

Two types of cookies are used – session and permanent cookies. The first ones are temporary files that remain on your device until you log out of the website, leave the website or close your web browser. Permanent cookies remain on the user's device for the time specified in their parameters or until they are deleted by the user. By maintaining such a file, the next time you access our websites, you can be automatically logged in. Data collected using cookies may only be collected in order to perform certain functions for the user and only with the user's prior consent. Such data are encrypted to prevent unauthorised access ("Privacy Policy").

Can cookies be deleted?

Your web browsing software usually allows cookies to be placed on your terminal device by default. These settings can be changed at any time by the user in such a way as to block the automatic handling of cookies in the settings of the Internet browser or inform about their transmission to the user's device each time. Detailed information on the possibility and handling of cookies is available in the settings of the relevant web browser (software manufacturer). Restricting the use of cookies may affect some of the functionality available on the Company's websites.