

**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	<ol style="list-style-type: none"> <li>1. Full name,</li> <li>2. Personal identification number,</li> <li>3. Address of residence,</li> <li>4. Image (surveillance on the hotel premises),</li> <li>5. Email address,</li> <li>6. Telephone number,</li> <li>7. Payment card details,</li> <li>8. Information about the stay dates,</li> <li>9. Information about stay preferences</li> <li>10. Preferred language</li> <li>11. Inquiry</li> </ol>	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	Six 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
2	To process a complaint about the ordered service	<ol style="list-style-type: none"> <li>1. Full name,</li> <li>2. Personal identification number</li> <li>3. Address of residence,</li> <li>4. Image (surveillance on the hotel premises),</li> <li>5. Email address,</li> <li>6. Telephone number,</li> <li>7. Payment card details,</li> <li>8. Information about the stay dates,</li> <li>9. Information about stay preferences</li> <li>10. Number of adults covered by the contract,</li> <li>11. Number and age of children covered by the contract,</li> <li>12. Required information for a VAT invoice,</li> <li>13. Preferred language.</li> </ol>	To process a complaint	Personal data as defined by GDPR Article 4 (1)	Hotel guests	Six years from the date of concluding service at the end of the calendar year (limitation period for possible claims)
3	Newsletter	<ol style="list-style-type: none"> <li>1. Full name,</li> <li>2. Email address.</li> </ol>	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.