

# ELITE BOOKING PRIVACY POLICY

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## **INTRODUCTION**

This Privacy Policy was created to protect the rights of each visitor to our website Elite booking regarding the privacy of personal data and any information that you, the visitor, provide to us. This privacy policy explains how, and for what purpose, we collect and process your personal information, as well as what rights you have when you give us any information about yourself. Protecting personal data is one of our priorities, so we want you to be fully aware of the information we collect and process. We want to be confident that you are aware that we do everything needed to ensure its security. We publish this privacy policy to avoid misunderstandings or conflicts with our visitors and clients, because cooperation with you is very important for us.

Please read this Policy carefully.

## **PERSONAL DATA**

Personal Data means any information relating to an identified or identifiable natural person; an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, behavioral, or social identity of that natural person.

## **INFORMATION WE MAY COLLECT**

Information we receive from you while submitting us inquires (contact form): Examples of personal data that we may collect from you are as follows: full name, a record of communication, e-mail, phone number, and location.

When you contact us via the contact form, we keep a record of your communication in order to resolve any of your issues and respond promptly to all problems. We may use your e-mail address to inform you about our services, such as letting you know about upcoming changes or improvements.

We also may process personal information received directly from you or from any other source. Such data may include:

- Information related to the operations of our mutual collaboration (for example, details about the products we have developed or the services we provided or received from you or any technical specifications).
  
- Other personal data that we need to process for the purpose of concluding or executing an agreement with you.
  
- If our website is used for information purposes only, in other words, if you do not send us any other information, we only collect personal data which your browser sends to our servers. This information is the technical information which is required in order to display our website on your browser:
  - Your IP address
  - The date and time of your visit to our website
  - The duration of your visit
  - Those pages of our website which you have visited and the amount of time spent on them
  - Access status /HTTP status code
  - The amount of data transmitted
  - The Internet browser you use
  - The language and version of your browser software
  - The operating system you use and its user interface
  - The domain name of your Internet service provider
  - The website that linked you to our website
  - Demographic information
  - Source and medium of the acquisition

## **OTHER TOOL/RESOURCES, SERVICE PROVIDERS**

For the purpose of effective work and consistent improvement we may collect and process your personal data using other tools/resources, service providers, etc. At the same time, we guarantee that we take all possible security precautions to protect your personal data and we do not violate any of your rights.

## **PURPOSES AND LEGAL BASIS FOR PROCESSING YOUR PERSONAL DATA**

We may process personal data, in particular, on any of the following legal grounds:

- The data subject has given consent to the processing of his or her personal data for one or more specific purposes;
- Processing is necessary for the performance of a contract to which the data subject is a party to, or in order to take steps at the request of the data subject prior to entering into a contract;
- Processing is necessary for compliance with a legal obligation to which the controller is subject;
- Processing is necessary in order to protect the vital interests of the data subject or of another natural person;
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- Processing is necessary for the purposes of legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

## **HOW LONG YOUR PERSONAL DATA WILL BE KEPT**

Data is kept for a period not exceeding the time necessary for the purposes for which it was collected, in particular:

- Data collected for the management of your applications to our job offers or your unsolicited applications will be kept for a maximum of 2 years from the last contact you made (for example, when you update your information on the site).

### **THIRD PARTY SITES**

This policy only addresses our activities from our servers. Other sites (including those that we link to within an advertisement, article or otherwise and third-party sites or services with which we offer or co-brand) may have their own policies, which we do not control, and thus are not addressed by this policy.

### **DATA TRANSFER OUTSIDE THE EU**

Within the framework of the operation of the Site, no transfer of your personal data outside the European Union is carried out in accordance with the Data Protection Act.

Your personal data is exclusively hosted in the European Union and we do not transfer your personal data outside the European Union.

However, in the context of applications received via the Site, your data will be processed and applications transferred to the relevant branch in the European Union or outside the European Union.

### **DATA SECURITY AND CONFIDENTIALITY**

Elite booking takes all necessary measures to preserve the confidentiality and security of personal data processed by itself or on its behalf by third parties, and to prevent them from being distorted, damaged, destroyed or accessed by unauthorized third parties.

Technical and organizational security measures in line with the state of the art, particularly with regard to information systems, have been introduced.

However, Elite booking does not control all the risks associated with the operation of the Internet and draws the attention of Internet users to the existence of possible risks inherent in its use and operation.

## **PRIVACY RIGHTS**

### **Right to information**

This right provides the data subject with the ability to ask for information about what personal data (about him or her) is being processed and the rationale for such processing.

### **Right to access**

This right provides the data subject with the ability to get access to his or her personal data that is being processed. This request provides the right for data subjects to see or view their own personal data, as well as to request copies of the personal data.

### **Right to rectification**

This right provides the data subject with the ability to ask for modifications to his or her personal data in case the data subject believes that this personal data is not up to date or accurate.

### **Right to withdraw consent**

This right provides the data subject with the ability to withdraw a previously given consent for the processing of their personal data for a purpose. The request would then require a halt to the processing of the personal data that was based on the consent provided earlier. You can revoke your consent to personal data processing via every email we send to you.

### **Right to object**

This right provides the data subject with the ability to object to the processing of their personal data.

### **Right to object to the automated processing**

This right provides the data subject with the ability to object to a decision based on the automated processing.

### **Right to be forgotten**

Also known as a right to erasure, this right provides the data subject with the ability to ask for the deletion of their data.

### **Right of data portability**

This right provides the data subject with the ability to ask for transfer of his or her personal data.

## **SECURITY**

We use industry-standard methods to protect your personally identifiable information from unauthorized access. Among other techniques, we usually store such information on a computer behind our "firewall" in a secure location, and we often restrict the number of employees internally who can access such data.

## **CHANGES TO OUR PRIVACY POLICY**

Elite booking may change its Privacy Policy from time to time, and you can find the date of the last update below.

We encourage you to review our Privacy Policy regularly