



NOTIFICATION OF CONFIDENTIALITY

ELINA AD Ltd., UIC:123728802, of registered office and seat at 65 Rayna Kandeva str., Stara Zagora, Bulgaria is a personal data controller. The company runs hotel **Elina***, Pamporovo**, Bulgaria and , in connection with the provision of basic and additional tourist services it collects, processes and keeps personal data.

1. For the purposes of this notification "personal data" means: any information relating to an identified natural person or a natural person who can be identified directly or indirectly by such identifiers as: name, identification number, location, online identifier or one or more factors specific to that person's physical, physiological, health, genetic, mental, mental, economic, cultural or social identity.

2. According to Administrative Order No. N RD-16-1137/25.08.2014 of the Minister of Economy according to Article 116 of the Tourism Act, the company collects the following personal data from all hotel guests - name, PIN/date of birth, sex, nationality, identity card/passport, date and issuing authority. For marketing purposes and with the consent of the hotel guests, ELINA AD Ltd. collects their address, telephone, e-mail. A CCTV system is used in the common parts of the hotel for the security of the guests.

3. The collected personal data shall be in writing and in electronic form in line with the security measures taken.

4. Personal data collected in connection with the provision of tourist services under item 2 of this notification, on condition no legal action is involved, shall be kept for 3 (three) years after the end of the calendar year in which the service was provided. In the event of legal proceedings under such a contract, the period of storage is 1 (one) years after their determination. Personal data collected in connection with the issuance of tax invoices shall be kept for 5 (five) years after the end of the reporting year in which the invoices were issued. Video surveillance records are stored 72 (seventy-two) hours.

5. Personal data may be provided to state authorities in connection with their activities and within their powers. In addition to state authorities, collected personal data may also be provided to other companies and individuals - in the legally provided circumstances or subject to explicit consent of data subjects, including individuals in the European Union and non-European Economic Area countries, for which the European Commission has decided that an adequate level of protection is ensured and to persons other than those mentioned above, where adequate data protection measures have been taken.

6. Each data subject shall have the right to:

- receive a confirmation of the processing of the personal data relating to him/her;
- request access to personal data relating to him/her, and receive a copy thereof;
- request that personal data relating to him/her be provided to another controller;
- request correction or deletion of personal data relating to him/her (except for personal data collected and stored under a statutory obligation);
- request restriction of the processing of personal data relating to him/her (except for personal data processed under a statutory obligation);
- withdraw its consent for the processing of personal data relating to him/her at any time, and this shall not affect the legality of data processing to date (only for personal data processed with the consent of the individual).
- lodge an objection in connection with a breach of the right to protection of personal data concerning him or her;
- lodge an objection to the supervisory authority (Commission for Personal Data Protection) in connection with a breach of the right to protection of personal data concerning him or her.

7. Requests, inquiries and objections shall be submitted in written and/or electronic form to the seat/e-mail of ELINA AD Ltd. These are considered within a 14-day period, which can be extended up to 30 days for objective reasons, and at the end a motivated response is sent to the applicant.

8. For any matters not provided for herein ELINA AD Ltd. applies Regulation (EC) 2016/679 and the Personal Data Protection Act.

These rules of confidentiality apply as of 25.05.2018

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