



Data protection tips communication partner **PARK PLAZA**

TRIER

Herewith we inform you about the processing of your personal data by ourselves and to you after the data protection-juridical regulations to being entitled claims and laws according to form. 13 DS-GVO.

1. Who is responsible for the data processing and who may I contact?

Hotel Park Plaza Trier
Plaza Carrée Hotel GmbH
Nikolaus-Koch-Platz 1
54290 Trier

You may address your questions to:
datenschutz@parkplaza-trier.de

We have designated as our data protection representative:

Mr Michael Grein (Ext. DSB)
Verimax GmbH, Warndtstr. 115, 66127 Saarbrücken
datenschutzbeauftragter@parkplaza-trier.de

2. What sources and data do we use?

We process personal data (Art. 4 No. 2 GDPR) that we receive from you within the scope of conducted email communications or the initiation or conclusion of a contract (e.g. sales contract, financing contract, etc.). In addition, we process personal data – insofar as it is necessary for a specific contractual relationship – which we collect on a statutory basis or from other locations (e.g., creditworthiness inquiries) on the basis of our own legitimate interests. In particular, the relevant personal data is your master data (first and last name, address and other contact data).

3. What do we process your data for (purposes of the processing) and on which legal basis?

We process personal data in compliance with the regulations of the European General Data Protection Regulation (GDPR) and the German Data Protection Act (Bundesdatenschutzgesetz, BDSG).

3.1 For the performance of contractual obligations (Art. 6 Para. 1 Letter b GDPR)

The processing of personal data occurs for the purposes of contract initiation, conclusion of the contract and contract execution and the ancillary obligations in connection with this.

3.2 On the basis of your consent (Art. 6 Para. 1 Letter a GDPR)

Insofar as you have provided consent for the processing of personal data to us for specific purposes, the lawfulness of this processing is on the basis of the consent you have provided. A provided consent can be withdrawn at any time. This also applies to the withdrawal of declarations of consent issued to us prior to the validity of the GDPR, i.e., before May 25, 2018. Please note that the withdrawal is only effective for the future. The processing that has occurred before the withdrawal is not affected.

3.3 On the basis of statutory requirements (Art. 6 Para. 1 Letter c GDPR and in conjunction with §24 BDSG)

As a commercial company, we are additionally subject to various legal obligations i.e., statutory requirements. In particular, processing occurs:

- for the fulfilment of statutory provisions (e.g., tax-related issues, etc.),
- for the fulfilment statutory obligations to disclose information.

4. Who receives my data?

Within the company, your data is provided to the locations (e.g., relevant departments) that require your data in order to fulfil our contractual and legal obligations.

Alongside this, we partially serve our contractual and statutory obligations through various service providers. You may request a list of the processors and other service providers that we use, which are not only temporary business relations, at datenschutz@parkplaza-trier.de. Furthermore, we may transmit your personal data to other recipients outside the company insofar as this is necessary for the fulfilment of the contractual and statutory obligations. For example, these can be:

- Credit institutes,
- Tax authorities, courts
- Shipping agents, suppliers etc.

5. How long is my data stored?

Insofar as it is necessary for the previously named purposes (No. 3), we process and store your personal data for the period of the initiation and the execution of the contract.

Furthermore, we are subject to various obligations relating to the retention and provision of supporting documentation that can arise from the German Commercial Code (Handelsgesetzbuch, HGB) and the German Tax Code (Abgabenordnung, AO). The storage periods can then amount to up to ten years.

And finally, the storage period is also assessed according to the statutory limitation periods that, for example, are generally 3 years, but in certain instances, can be up to 30 years in accordance with §§ 195 and those following within the German Civil Code (Bürgerlichen Gesetzbuches, BGB).

6. Is data transmitted to a third-party country or to an international organisation?

A data transmission to third-party countries (countries outside the European Economic Area – EEA) does not occur.

7. What data protection rights do I have?

Every person concerned (data subject) has the right to access in accordance with Art. 15 GDPR, the right to rectification in accordance with Art. 16 GDPR, the right to erasure in accordance with Art. 17 GDPR, the right to restriction of processing in accordance with Art. 18 GDPR, the right to data portability in accordance with Art. 20 GDPR as well as a right to object in accordance with Art. 21 GDPR. With the right to access and the right to erasure, the restrictions are valid in accordance with §§34 and 35 BDSG. In addition, a right to lodge a complaint with a data protection supervisory authority exists (Art. 77 GDPR in conjunction with §19 BDSG). For example: Data Protection and Freedom of Information Rhineland Palatinate (Datenschutz und Informationsfreiheit Rheinland Pfalz), Hintere Bleich 34, 55116 Mainz

8. Does an obligation for the provision of data exist for me?

Within the scope of our business relationship, you must only provide the personal data that is necessary for the establishment, implementation and ending of the business relationship and that which is necessary for the associated contractual obligations or the statutory obligation to collect personal data. As a general rule, we will not be in a position to carry out a contract concerning you without this data.