

**RESIDENCE CARD**

<b>First name and last name</b>	
<b>Address</b>	
<b>E-mail adress*</b>	
<b>Phone number*</b>	
<b>Vehicle registration number **</b>	
<b>Date of stay</b>	<b>according to the register of arrivals</b>
<b>Personal data for issuing an invoice</b>	

\*) e-mail address and telephone number shall not be used for marketing purposes without the Guest's consent

\*\*\*) required if the Guest uses the Institute's parking lot

***Please be advised that personal data is processed in order to provide hotel services.  
Full information about personal data is presented on the back of the RESIDENCE CARD.***

***Before signing the CARD, please read the Information about personal data.***

**MARKETING AGREEMENTS:**

I consent to the processing of my personal data such as an e-mail address by the Institute of Physics PAS to send me commercial information and marketing messages, including information about promotions and special offers of the IP PAS Guest Rooms to the e-mail address I have provided.

I consent to the processing of my personal data such as a telephone number by the Institute of Physics PAS to send me commercial information and marketing messages, including information about promotions and special offers of the IP PAS Guest Rooms to the telephone number I have provided.

***Please be advised that the consent can be revoked at any time.***

.....  
Guest's signature

## **Information about personal data for Guests staying at the Guest Rooms of the Institute of Physics, Polish Academy of Sciences**

1. The Institute of Physics Polish Academy of Sciences with its registered office in Warsaw at Al. Lotników 32/46, 02-668 Warsaw (hereinafter referred to as the "Institute") is the administrator of personal data of the IP PAS Guest Rooms.
2. The Data Protection Officer is responsible for the proper processing of data at the Institute and is available at the following e-mail address: [iodo@ifpan.edu.pl](mailto:iodo@ifpan.edu.pl)
3. Processing of the Guest's personal data serves the purpose specified below:
  - a) conclusion and implementation of an agreement for the provision of hotel services; exercise of legal claims by the Institute in connection with the damage caused by the Guest or defence of the Guest's legal claims against the Institute
  - b) directing marketing information and offers to the Guest about the Guest Rooms products and services when the marketing consent has been given by the Guest
  - c) ensuring the safety of the Guest(s) and other people staying at the IP PAS Guest Rooms - when processing personal data in the form of an image recorded by the monitoring system placed in front of the building entrance and inside the building (reception hall and corridors).
4. The legal basis for processing of the Guest's personal data acquired by the Institute is the agreement for the provision of hotel services (art. 6 (1) (b) of the GDPR). In addition, the legal basis for processing of the Guest's personal data is processing which is necessary for the purposes of the legitimate interests pursued by the administrator such as exercise of legal claims by the Institute in connection with the damage caused by the Guest and defence against the Guest's legal claims towards the Institute (art. 6 (1) (f) of the GDPR). The legal basis for processing of the Guest's personal data used for marketing purposes is conditional on the Guest's consent which can be withdrawn at any time (art. 6 (1) (a) of the GDPR). The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal. The legal basis for collecting Guest's personal data when using a monitoring system is a legitimate interest of the data administrator (art. 6 (1) (f) of the GDPR) to provide security for guests, their property and the administrator's property and employees.
5. The Institute shall provide taxi companies with the Guest's personal data in the event of a transport order. The personal data obtained from the monitoring system shall also be made available by the Institute to appropriate law enforcement authorities such as the police or wardens, in particular, in the event of incidents threatening the safety of persons and property located at the IP PAS Guest Rooms. The period for which the Guest's personal data shall be stored pertains to the period of limitation of tax claims, civil law claims of the Institute, claims of the Guest, depending on which of these claims have been lodged the latest. Data obtained due to marketing consent shall be stored until the consent is withdrawn. Data obtained from the monitoring system shall be stored for 30 days from the recording date, or in the event of security problems until the relevant proceedings have been completed.
6. Each Guest has the right to access to and rectification or erasure of personal data or to restrict the processing of personal data and can exercise the right to object to processing of personal data. In order to exercise any of these rights, the Guest shall contact the Personal Data Protection Officer or report such a request to the reception of the IP PAS Guest Rooms at Al. Lotników 32/46, 02-668 Warsaw.
7. Each Guest has the right to lodge a complaint with the supervisory body, i.e. the Inspector General for the Protection of Personal Data.
8. Providing personal data listed in the residence card and in the form of an image is voluntary, but failure to do so shall result in the inability to conclude and implement an agreement for the provision of hotel services. Providing personal data such as an e-mail address and a telephone number to enable sending marketing information is voluntary; failure to do so shall result in the inability of sending such information. Failure to give marketing consent shall not result in the refusal to conclude an agreement for the provision of hotel services.

### **Definitions:**

**GDPR (eng.) [RODO (pol.)]** - 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 (General Data Protection Regulation).