

GUEST INFORMATION BOOKLET

Essential Information

House Rules

Safety and Security

ul. Piotrkowska 12 • 25-510 Kielce •

tel. +48 41 336 10 00 • ☑ recepcja.kielce@hoteldal.pl

www.hoteldal.pl



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DAL hotel

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www.hoteldal.pl/kielce



WELCOME TO THE DAL HOTEL

Dear Guest,

we wish to extend a very warm and friendly welcome to our Hotel! We will do our best to make you feel good and comfortable here.

This booklet contains essential information that you may find of use during your stay. Experience has taught us that our Guests may have certain remarks or needs that we could not have foreseen in advance. Please let us know about them and, if within our power, we will certainly try to address them. Should you require any additional information other than that provided in this booklet, please do not hesitate to ask!

Thank you for choosing the Dal Hotel. We look forward to being of service to you again.

Management and Staff

We hope you enjoy your stay!



ESEENTIAL INFORMATION

FIRST AID KIT – available at Reception, tel. 1000.

LUGGAGE – there is a luggage storage room at Reception which can be used by our Guests free of charge. Reception – tel. 1000.

ATM – located approximately 25 m from the Hotel

WAKE-UP SERVICE – please order at Reception; the service is free of charge, tel. 1000.

SHOE CLEANING – disposable shoeshine sponges can be found in the wardrobe. There is also a shoe shining machine available in the Hotel lobby.

SAFE STORAGE – please do not leave valuables or money in your room. The Hotel is responsible only for things left for safekeeping at Reception.

CHECK-IN TIME – starts at 3:00 p.m. on the day of your arrival and check-out time is 11:00 noon.

EXTRA BEDS – extra beds in the room are available on special request to be made at Reception. Cost as per the price list, information is provided at Reception.

INFORMATION – Reception provides all requested information – tel. 1000.

INTERNET – wireless Internet connection is available in Guest rooms and conference rooms. Wi-Fi password: Mju76yhN. You can also connect to the Internet via a cable connection – ask for the cable at Reception.

ROOM KEY CARD— the magnetic room key card used to open the door of your room and to switch on electricity should be returned during check-out. For loss or destruction of these cards a fee of PLN 30/card shall be charged.

CREDIT CARDS – we accept payment by the following credit cards: American Express, Mastercard, Debit Mastercard, Mastercard Maestro, Visa, Visa Debit, Visa Electron, JCB, Diners Club.

AIR CONDITIONING – a fan coil located under the window is used for both cooling and heating the room. Instructions for use can be found later in this booklet.

KEY – the room is opened with a magnetic key card that you simply hold against the reader located on the door handle. Upon entering the room, insert the key card into the slot next to the door to turn on the light. When you check out, return the key card to Reception.

MAIL – mail and parcels to Hotel Guests can be collected at Reception.



PHOTOCOPYING, PRINTING – these services are provided by Reception at PLN 0.5/page.

HOT DRINKS – we sell coffee and tea from 12:00-8:00 p.m. at Ogrodowa Café on the 1st floor. Beyond these opening hours Reception staff, at your request, can prepare a hot drink for you free of charge or lend a kettle that you can take to your room.

NOTEBOOK AND PEN – we are glad to offer them as a present for you to take.

SECURITY – the establishment has video surveillance in public rooms (main circulation routes, Reception, car park, outdoor spaces) and is guarded around the clock by security guards.

Security telephone number: 41 336 10 60

WINDOWS – if you need a dark environment, use the roller blinds. The blinds are operated by pulling the chain.

LIGHTING – the light in your room is switched on when you insert your magnetic key card into the slot next to the door. Light in the hallways is switched on automatically.

SMOKING ROOM – smoking in the Hotel is strictly forbidden everywhere except for a designated smoking room that can be found on the 1st floor.

HOTEL CAR PARK/GARAGE – open 24/7, charges as per the tariff. The garage gate is opened with a magnetic garage key card or by pushing the button. Information available at Reception.

ROOM FOR PERSONS WITH DISABILITIES – our offer includes a room adjusted for persons with disabilities. For reservations, please call Reception at 1000.

BED LINEN – additional pillows, duvets and bed linen replacement may be provided free of charge. Please report your needs to Reception.

LAUNDRY – we offer laundry service at a fee. The price list may be found later in this booklet. Please put the clothes you wish to have washed in a plastic bag from the wardrobe and bring it to Reception.

IRONING ROOM – a room on the 4th floor (at the end of the hallway) available for use by our Guests free of charge. The key to the room is held by Reception.

RESTAURANT/DRINK BAR – are located on the 1st floor. Ogrodowa Café is open 12:00-8:00 p.m. Czerwony Fortepian Restaurant is open from 1:00 p.m. until the last customer leaves.

RECEPTION – at the Guests' disposal twenty-four hours a day – tel. 1000

TOWELS – please leave them on the floor of the bathroom to let us know that you would like them to be replaced. We can provide an additional towel free of charge. You can report your request for one at Reception.

LOST PROPERTY – please contact the Reception – tel. 1000

CONFERENCE ROOMS – We have three conference rooms on the 1st floor.

Floor areas: Room A -88m^2 , Room B -78m^2 , Room C -62m^2 . At the request of the Guest, a screen, multimedia projector, flipchart, LCD TV and coffee table will be arranged in the Room. We also recommend the room for organising all kinds of social and special events. To book a Room, please call our Sales Department: tel. 41 366 10 50

SAFE – at the Guests' disposal at Reception – tel. 1000. We accept deposits not exceeding PLN 5000.

STORE – the Reception sells basic toiletries, cosmetics and souvenirs from the Świetokrzyskie region.



HAIR DRYER – available in your bathroom. An extra hair dryer may be requested at Reception.

BREAKFAST – served to Hotel Guests from Monday to Friday between 7.00 a.m. and 10.30 a.m., on Saturday and Sunday between 8.00 a.m. and 11.00 a.m. The breakfast room is located on the 1st floor. If you plan to leave earlier, please notify Reception the day before and we will prepare a breakfast package for you.

TAXI – if you want us to call a taxi for you, please contact Reception, tel. 1000.

TELEPHONE – to call another room, dial 1 and the room number; to place an external (national or international) call, dial the number preceded by the appropriate area code. Calls may be subject to extra charges.

EMERGENCY TELEPHONE NUMBERS

Emergency Services 112
Emergency Medical Services 999
Fire Brigade 998
Police 997
City Guard 986

TV – the television set is operated by means of a remote control present in every room.

You can choose from 23 TV channels. A list of the channels is provided in a further section of this booklet. Should you encounter any issues or have any questions, please contact Reception.

WATER – mineral water (both carbonated and non-carbonated) has been supplied to your room and is included in the price for the room.

WIFI password: Mju76yhN.

DANGER – in case of danger to health or life promptly call the Reception at 1000.

SEWING KIT – can be found in the wardrobe inside the room.

PETS – pets are allowed in the Hotel, their stay is charged as per the price list; relevant information is provided by Reception.

CLOTHES IRON – is kept in the ironing room on the 4th floor (at the end of the hallway) and is available for use by our Guests free of charge. The key to the room is held by Reception.

A LIDGED ITEM – an item, which is located inside the hotel or outside of the hotel, but was given to a qualified hotel employee or left in a place designed for this form or storage during the time of hotel service, as well as an item given to a qualified hotel employee or left in a place designed for this form of storage is a short period of time before of after the hotel service.



IN THE HOTEL BUILDING

Biały Flaming is an intimate cafe and bistro with a drink bar and cocktail lounge on a mezzanine. The cafe serves drinks, various desserts and Polish cuisine dishes: snacks, hot dishes, soups and salads.

Opening hours: 12:00-8:00 p.m.

Czerwony Fortepian is an atmospheric restaurant, coffee & drink bar and a beer bar. In the evenings, the Restaurant hosts dance parties, concerts, stand up shows and live artistic performances.

The restaurant serves dishes à la carte and special orders.

Czerwony Fortepian is open for lunch time on weekdays between 1:00 p.m. and 5:00 p.m.

Opening hours: from 1:00 p.m. until the last customer leaves.

The restaurant is located at the side of the building. It is accessible through the hallway on the first floor (follow the signposts) or through a separate external entrance (from the municipal car park).

GROUND FLOOR: reception, Hotel lobby, passage to underground garage and car park, public toilets

1ST FLOOR: Biały Flaming drink bar, breakfast room, conference rooms, smoking room, Management, Administration, Sales and Marketing Department

2ND FLOOR (mezzanine): Biały Flaming bistro

 $3^{RD} - 6^{TH}$ FLOOR: Guest rooms

4TH FLOOR: Guest rooms, ironing room

 $7^{TH} - 10^{TH}$ FLOOR: offices



IN KIELCE

•	Palace of the Kraków Bishops with the National Museum in Kie	elce mnki.pl			
•	Cathedral Basilica	www.kielcekatedra.pl			
•	Nature reserves in: Kadzielnia, Ślichowice, Wietrznia, Biesak, K	arczówka			
•	Monastery on the Karczówka Hill	www.karczowka.com			
•	Museum of Toys and Play	www.muzeumzabawek.eu			
•	Art Exhibition Bureau	www.bwakielce.art.pl			
•	'Winda' Gallery of Contemporary Art	galeriawinda.pl			
•	Museum for Intellectual Dialogue	www.mnki.pl			
•	Kielce History Museum	www.mhki.kielce.eu			
•	Energy Science Centre	ecn.kielce.pl			
•	ul. Sienkiewicza (100 m) – one of the longest pedestrian precincts in Poland				
•	Town Square (100 m) with the City Hall, restaurants and clubs				
•	ECHO Shopping Centre	www.galeriaecho.pl			
•	KORONA Shopping Centre	galeria-korona.pl			
	IN THE ŚWIĘTOKRZYSKIE RE				
•	Paradise Cave in Checiny	jaskiniaraj.pl			
	13 th Century Chęciny Castle	zamekcheciny.pl			
•	Open-Air Museum in Tokarnia, or Ethnographic Park – Kielce Countryside Museum mwk.com.pl				
•	Monastery on Łysa Góra Świętokrzyski National Park with stone run	www.swietykrzyz.pl			
•	Krzyżtopór Castle in Ujazd	www.swietokrzyskipn.org.pl www.krzyztopor.org.pl/zamek			
•	SABAT KRAJNO Miniature and Amusement Park in Górno nea	, , , , , , , , , , , , , , , , , , , ,			
_	Świętokrzyska Polana Complex with Oceanika Aquarium	www.swietokrzyskapolana.pl			
•	Bałtów Tourist Complex – Jura Park Bałtów	juraparkbaltow.pl			
•	Leonardo da Vinci Science Centre	www.cndavinci.pl			
•	Living Porcelain Museum in Ćmielów	www.cridavirici.pi			
•	Samsonów- the Ruins of a Blast Furnace Plant	www.turystyka.crmeiow.com.pr			
•		Doland			
•	Bartek Oak Tree in Zagnańsk – the biggest and oldest tree in Poland				
•	Museum of Henryk Sienkiewicz in Oblęgork	mnki.pl/sienkiewicz			

www.muzeum.skarzysko.pl

www.muzeum.jedrzejow.pl

www.zamek-sandomierz.pl

White Eagle Museum in Skarżysko-Kamienna

Przypkowscy Clock Museum in Jędrzejów

Sandomierz Royal Castle



TV CHANNEL GUIDE

NUMBER	PROGRAMS	TYPE
1	TVN Turbo HD	TV
2	TVP 2 HD	HDTV
3	TVP3 Kielce HD	HDTV
4	Polsat 2 HD	HDTV
5	TVN Style HD	TV
6	TVP INFO HD	HDTV
7	TVP Kultura HD	HDTV
8	TVN 24 HD	HDTV
9	Polsat News HD	HDTV
10	TVN HD	HDTV
11	TVP ABC HD	TV
12	Nik Music	TV
13	Eurosport 1 Poland HD	HDTV
14	CNNI HD	HDTV
15	Polsat News Polityka HD	HDTV
16	TVP 1 HD	HDTV
17	TV PULS HD	HDTV
18	France 24 HD Fra	HDTV
19	News 24 HD	TV
20	Euronews English HD	HDTV
21	Current Time HD	TV
22	DW English HD	HDTV
23	TVP Sport HD	HDTV



TELEPHONE NUMBERS

EXTENSION NUMBERS

NAME	EXTENSION NUMBER
Reception	1000
Bar	1007
Security	1060
Maid service	1021
Third floor rooms	1301-1314
Fourth floor rooms	1401-1414
Fifth floor rooms	1501-1512
Sixth floor rooms	1601-1612

EMERGENCY NUMBERS

NAZWA	NUMER
Emergency services	112
Ambulance	999
Fire brigade	998
Police	997
Municipal guard	986



PRICE LIST FOR LAUNDRY SERVICES

NAZWA ARTYKUŁU	CENA PLN
Blouse	28 / pc
Coat	60 / pc
Waistcoat	25 / pc
Shirt	30 / pc
Tie	27 / pc
Suit jacket / blazer	45 / pc
Trousers	40 / pc
Skirt	39 / pc
Dress	40 / pc
Underwear	8 / pc
Socks	8 / pc
Down jacket	75 / pc
Autumn and summer jacket	50 / pc



YOUR SAFETY AND SECURITY

In the event of an emergency, the five minutes you will have spent reading this manual may prove to be a good investment.

EMERGENCY EXITS

The emergency exits on your floor are clearly marked but in the event of thick smoke you might find it difficult to locate them, so please take your time and:

- Count the number of doors between your door and at least two emergency exits;
- Identify the location of hydrants, fire extinguishers, and alarm buttons on your floor;
- In case of fire, smoke or a burnt smell, inform Reception, tel. 1000, or press an alarm button shown on the plan (Hotel hallway);
- State your room number and specify the location and type of the emergency;
- Keep calm, follow the instructions of our staff and the Fire Brigade.

 Our staff have been trained for such measures and will provide assistance;
- If you are leaving your room, check the location of the nearest staircase on the plan;
- Inform Reception of any peculiar incidents.

In view of fire hazards, the Manager of the DAL Hotel in Kielce is asking our Guests to observe the fire safety instructions and to refrain from using electrical appliances (e.g. immersion heaters) and other devices that could pose a fire hazard in the rooms.

IF YOU NOTICE A FIRE

If the fire is small, extinguish it and inform the Hotel Reception: tel. 1000

- Activate the nearest alarm button;
- Call the Reception;
- Leave the building if possible;
- Take your room key card with you;
- If you must stay in your room, lock the door and follow further instructions.

IF THE FIRE IS IN YOUR ROOM

- Leave the room immediately, taking the room key card with you;
- Close the door fully;
- Activate the alarm button and inform occupants of adjacent rooms;
- Call the Reception from the nearest room: tel.1000;
- Use an emergency exit to get to a safe area;
- Do not use a lift.



IN THE EVENT OF EVACUATION FOLLOWING ANNOUNCEMENT OF A FIRE ALARM

- Take your room key card;
- Check the door and the door handle by touching them:
 - if they are hot or abnormally warm, do not open the door;
 - if the door is not hot, carefully open it but be ready to close it immediately if necessary;
- If there is smoke in the hallway, stay as close to the floor as possible when moving;
- Make your way to the nearest emergency exit;
- Do not use the lift but rather take the stairway;
- If the emergency exit is blocked, return to your room.

Remain calm and follow further instructions.

IF YOU HAVE TO STAY IN YOUR ROOM

Do not panic. You can stay in your room and still have a chance of surviving the fire.

While awaiting rescue, follow these steps:

- Inform Reception of your whereabouts by telephone (tel.1000);
- Seal doors and vent grilles with water-soaked towels and bed linen;
- Remove drapes and net curtains from windows;
- If smoke is still entering your room, cover your head with a damp towel;
- As a last resort, it may be necessary to open a window;
 If the windows cannot be opened, break the glass with a chair or drawer;
- Do not open a window if flames are escaping from floors below.

IF YOU REQUIRE SPECIAL ATTENTION

due to your personal physical limitations, please notify the Reception thereof forthwith after arriving in the Hotel.

REMEMBER

Most casualties are caused by smoke and toxic combustion gases, not flames. Always move close to the floor if smoke is present. Never use the lift.

THIS MAY NEVER HAPPEN TO YOU

You may never have to follow this advice but you should always be aware of possible unexpected incidents. Always pay attention to exits and means of evacuation from high rise buildings in which you reside.

WARNING!!!

In the event of unwarranted use of a Manual Call Point (located in the hallway of each floor), which results in a direct call to the Fire Brigade and their arrival, the Hotel will charge the Guest the full amount of any costs thereby incurred.



HOUSE RULES

The Hotel Management will appreciate your compliance with these House Rules. The rules and regulations are intended to ensure a peaceful and safe stay for our Guests.

Section 1

- 1. Residential units in the Hotel, hereinafter referred to as "rooms", are rented by the night.
- 2. In order to check in, a Guest must produce an identity document with a photograph to the Receptionist and sign a registration card.
- 3. Payment for the stay is collected in advance, during check-in procedures.
- 4. If the Guest has not specified the duration of their stay at the time of renting the room, it is assumed that the room is rented for one night.
- 5. Check-in time begins at 3:00 p.m. and check-out time finishes at 11:00 noon on the following day.

Section 2

- 1. The Guest should report their request for a later check-out to Reception by 10:00 a.m. on the final day of their stay. The Hotel may refuse to honour the request for a later check-out in the event that all Hotel beds (rooms) are occupied or in the case of Guests who have failed to comply with the rules in force.
- 2. The Hotel reserves the right to refuse to extend the duration of a Guest's stay in the Hotel in case of failure to make full payment for the current stay beforehand.
- 3. A later check-out entails an additional fee. Detailed information is provided at the Hotel Reception.
- 4. Additional charges that have arisen out of the stay and have not been paid during check-in are to be paid by the Guest on the day of departure at the latest.

Section 3

- 1. The Hotel Guest is not allowed to hand over their room to other persons, even if the period of stay paid for by the Guest has not expired yet.
- 2. If the Guest vacates the Hotel at a date earlier than booked/paid for, the difference in the costs shall not be refunded.
- 3. Persons who have not checked in to the Hotel may stay in Hotel rooms until 10:00 p.m. After 10:00 p.m. it is obligatory for such extra persons staying in the room with the Guests to check in.
- 4. The Hotel may refuse to accommodate a Guest who, during their previous stay, grossly violated the House Rules, causing damage to Hotel property or property of other Guests, or injury to Guests, Hotel employees or other persons present in the Hotel, or who otherwise disturbed the peaceful stay of Guests or operation of the Hotel.
- 5. Children under the age of 12 should remain on the Hotel premises under constant supervision of their legal guardians. Legal guardians are financially responsible for any damage caused by the children.
- 6. Pets are not accepted in the Hotel.



Section 4

- 1. Breakfast is served in the form of a buffet (unless such a form is not possible according to the applicable law then breakfast will be served in a form acceptable according to this law) from 7:00 a.m. to 10:30 a.m. on weekdays; from 8:00 a.m. to 11:00 a.m. on weekends.
- 2. Children under the age of 5 sleeping on their parent's bed stay free of charge. There is no charge for breakfast for them.
- 3. For children aged 5-10, there is a 50% charge for breakfast and for children over 10 the charge is 100%.

Section 5

- 1. The Hotel provides services consistent with its category and rating. In case of any reservations concerning the quality of services, the Guest is invited to report them as soon as possible at Reception or in HOTEL SURVEY forms located in the rooms, to give the Hotel an opportunity to react without delay and improve the quality of services.
- 2. The Hotel is obliged to provide:

- a. conditions for full and unconstrained rest of the Guest.
- b. security of the stay, including confidentiality of information about the Guest (personal data protection).
- c. professional and polite service in the scope of all services provided by the Hotel.
- d. room cleaning and necessary repairs of equipment in the absence of the Guest and in their presence but only when they express a wish to this effect.
- e. a technically functional room; in the event of faults that cannot be remedied, the Hotel shall use its best efforts to provide an alternative room or otherwise mitigate the inconvenience to the extent possible.

Section 6

At the request of the Guest, the Hotel provides the following services free of charge:

- a) Provision of information related to the stay and travel.
- b) Wake-up service at a predetermined time.
- c) Ordering a taxi, providing the key to the ironing room.
- d) Luggage storage (the Hotel may refuse to accept luggage for storage on dates other than the dates of the Guest's stay as well as items that do not have the characteristics of personal luggage), unless prohibited by mandatory legal regulations.
- e) Safe storage (during the Guest's stay at the Hotel) of money, securities and valuable items, in particular valuables and items of scientific or artistic value the Hotel may refuse to accept such items if they pose a safety risk or if they are too valuable in relation to the size or standard of the Hotel or if they take up too much space, unless prohibited by mandatory legal regulations.



Section 7

- 1. The Hotel shall not be held liable for loss of or damage to items brought in by persons using its services and not left for safekeeping.
- 2. In the event of such an incident, the affected party should notify the Hotel Reception of the occurrence of such loss as soon as it becomes known.

Section 8

- 1. Quiet hours apply on Hotel premises from 10:00 p.m. to 6:00 a.m. on the following day.
- 2. The behaviour of Guests and persons using Hotel services should not disturb the peaceful stay of other Guests. The Hotel may refuse to provide further services to a person who violates this rule.
- 3. Smoking is not allowed on Hotel premises (rooms, breakfast room, circulation areas, conference rooms). For this purpose, a Smoking Room has been designated, which is located on the 1st floor next to the conference rooms.
- 4. Violation of the ban on smoking cigarettes and tobacco products in a Hotel room is tantamount to the Guest's consent to cover the cost of deodourisation of the room amounting to PLN 400.
- 5. In case of unwarranted use of the fire alarm, the violator shall be held financially liable for the damages incurred thereby.

Section 9

1. Every time the Guest leaves their room, they should check that the door has been locked.

- 2. The Hotel Guests are financially responsible for any damage to or destruction of Hotel furnishings and technical equipment caused by themselves or their visitors.
- 3. The Hotel reserves the right to charge the Guest's credit card for any damage discovered after the Guest's departure and, in case of lack of card details, the Hotel shall have the right to claim financial compensation from the Guest.
- 4. The Guest is under an obligation to promptly notify a Receptionist or floor service staff upon occurrence or discovery of any faults or damage in the room.
- 5. Due to fire safety reasons, it is forbidden to use immersion heaters, electric clothes irons and other similar devices that are not included in room equipment in the Guest rooms.
- 6. Please familiarise yourself with the evacuation plan posted up on the door in each Guest room.

Section 10

Personal belongings left by the Guest in their room after departure will be sent back to the address indicated by the Guest, at the Guest's expense.

In the absence of such direction, the Hotel will store these items for 3 months, after which time they will be destroyed in the presence of a committee.

Hotel Management



PERSONAL DATA

P.P.U.H. Dekom Sp. z o.o. with registered office in Gdańsk, address: ul. Wały Piastowskie 24, 80-855 Gdańsk (hereinafter Dekom Sp. z o.o.), is the controller of the personal data relating to persons using the services of the DAL Hotel*** in Kielce.

What is the purpose and basis of personal data processing by Dekom Sp. z o.o.?

The personal data shall be processed for the following purposes:

- concluding and performing a contract for provision of Hotel services or catering services;
- pursuing potential claims by Dekom Sp. z o.o. in connection with damage sustained by the Hotel and caused by the Guest or defence against the Guest's claims against the Hotel;
- documenting the provision of services for tax purposes (Article 86 of the Tax Ordinance);
- ensuring the safety and security of Hotel Guests and other persons present on Hotel premises by means of Hotel video surveillance;
- fulfilment of statistical obligations (Article 30 of the Law on Public Statistics).

The personal data shall also be processed for marketing purposes of the data controller and, where consent is given upon provision of the personal data, also for marketing purposes of other entities of Dekom (i.e. Dekom Sp. z o.o.).

The legal basis for the processing of the personal data for the aforementioned purposes is Article 6(1)(b) and (c) and Article 6(1)(f) of the GDPR. The legitimate interest of Dekom Sp. z o.o. is to ensure the safety and security of Guests, to pursue potential claims and to market its own products or services. Provision of the data is voluntary yet necessary to achieve the aforementioned purposes.

Dekom Sp. z o.o. shall transfer the personal data to other entities entrusted with the processing of personal data for and on behalf of Dekom Sp. z o.o., including:

entities providing IT services and software,

• companies providing consultancy services and law firms providing legal consultancy and representation services.

In addition, Dekom Sp. z o.o. shall make the personal data available to other recipients, if such an obligation arises from legal regulations.

The data will not be transferred to third countries or international organisations.

How long will Dekom Sp. z o.o. process the data?

The personal data will be processed as long as our services are used and thereafter, i.e. for a period provided for by law, including the provisions of the Civil Code and the Accounting Act.



What are the rights of data subjects?

The persons to whom the personal data being processed relates have the right:

- to access their personal data and to receive a copy of the personal data being processed;
- to rectify their data if it is inaccurate;
- to request the erasure of their data (the right to be forgotten) under the circumstances provided for in Article 17 of the GDPR;
- to request the restriction of data processing in cases provided for in Article 18 of the GDPR;
- to object to the processing of the data in cases indicated in Article 21 of the GDPR;
- to transfer the provided data processed by automated means.

Any person who believes that their personal data is being processed unlawfully may lodge a complaint with the supervisory authority (Personal Data Protection Office, ul. Stawki 2, Warszawa).

Contact

If you need further information relating to personal data protection or wish to exercise your rights, please contact us at:

Tel: 22 207 21 87, Email: rodo@dekom.com.pl

P.P.U.H. Dekom Sp. z o.o. with registered office in Gdańsk, address: ul. Wały Piastowskie 24, 80-855 Gdańsk.

