

ACADEMUS HOSTEL OÜ PRIVACY POLICY

Academus Hostel OÜ (registry code 10946072, seat Pepleri 14, Tartu 51003) (hereinafter referred to as the Hostel) is committed to protecting the privacy of its customers. It has therefore prepared this Privacy Policy (hereinafter referred to as the Policy) describing the processing of the personal data of customers.

1. Definitions

Customer – every natural person who uses or has expressed their wish to use the services provided by the Hostel.

Personal data – any information relating to an identified or identifiable natural person.

Processing – any operation which is performed on the personal data of a customer: collection, recording, organisation, consultation, storage, adaptation and alteration, transmission, erasure or destruction.

2. General Provisions

- 2.1. The Hotel processes personal data only in accordance with the requirements of legislation and subject to every (organisational, IT, etc.) precaution to protect the personal data.
- 2.2. This Policy applies to all customers who use or have expressed their wish to use the services of the Hostel, including visiting the Hostel's websites www.academus.ee and www.downtownhostel.ee.
- 2.3. The Hotel may amend this Privacy Policy by giving the customer one (1) month's notice on its websites.

3. Purposes of and legal basis for processing

- 3.1. The Hostel limits its collection of personal data to the minimum necessary for meeting the purposes of processing.
- 3.2. The Hostel processes the personal data of its customers for the purposes of:
 - 3.2.1. providing accommodation services to the customer;
 - 3.2.2. performing its obligations under the laws regulating its activities and other legislation (such as the Tourism Act).
- 3.3. Processing is based on the customer's consent and/or an obligation arising from law.

4. Collection and composition of personal data

- 4.1. The Hostel receives the personal data of its customers directly from the customer through a reservation or inquiry or from other companies intermediating accommodation services from which the customer has ordered accommodation in the Hostel (such as Booking.com).
- 4.2. Personal data of customers can be collected in the following ways:
 - 4.2.1. supplying personal data through the reservation form on the website, by e-mail, by phone, upon arrival at the Hostel.
- 4.3. The Hostel processes the following personal data of its customers that are necessary for meeting the purposes of processing:
 - 4.3.1. identification data: first name and surname, gender, personal ID code, date of birth (dd/mm/yyyy), identity document data;
 - 4.3.2. contact details: e-mail address, phone number, home address (street, building number, apartment number, city, county, country, postal code), language of communication;
 - 4.3.3. visitor card details as required by the Tourism Act concerning customers of accommodation businesses: the time of provision of an accommodation service, name of customer, date of birth, nationality, address; the name of the companion to be accommodated with the customer, their date of birth and nationality.
- 4.4. The Hostel processes the following personal data of customers supplied by customers to the

Hostel on a voluntary basis:

- 4.4.1. other personal data related to the customer: e.g. description of the travel destination, car registration number.
- 4.5. The Hostel shall process the personal data of its customers only in accordance with the purpose specified in clause 3.2 and shall only be liable for the personal data requested of the customer that are necessary for meeting the purposes of processing. Other data supplied voluntarily shall be of no importance and the Hostel shall have no connection to such data.
- 4.6. Surveillance equipment (surveillance cameras) is used for the purposes of safeguarding people and property.
- 4.7. If the customer does not agree to provide visitor card data, the Hostel shall not provide accommodation services to the customer.

5. Storage of data and transfer to third parties

- 5.1. The Hostel stores its customers' personal data for as long as is deemed necessary in the view of the Hostel for meeting the purposes of processing or for fulfilling applicable laws.
- 5.2. The Hostel shall store visitor card data for two years from the date of filling in the visitor card as prescribed by § 24 (2) of the Tourism Act.
- 5.3. The Hostel shall not issue or transfer personal data to any third parties without the prior consent of the customer, unless the relevant obligation arises from law. Regardless of access restrictions, the Hostel shall, in the events prescribed by legislation, issue personal data at the request of authorities (e.g. law enforcement authorities) or to defend its rights.

6. Access to personal data

- 6.1. Access to personal data for the purposes of processing and amendment is only granted to persons authorised for this purpose and the personal data of all Hostel customers are regarded as confidential.
- 6.2. The customer has the right to access their data, correct them if necessary, and in certain cases, request the restriction of processing or the erasure of the data.

7. Visiting Hostel websites

- 7.1. The Hostel collects and stores the following data obtained from website visits:
 - 7.1.1. IP address of the computer or computer network used;
 - 7.1.2. time (time, date, year) and place (country) of visit.
- 7.2. The data specified in clauses 7.1.1-7.1.2 shall be used to compile visit statistics for the purpose of developing its website and making it more convenient for customers. The Hostel shall not link these data to customer identification data.
- 7.3. These data shall be stored for 26 months.

8. Contact details

- 8.1. Customers may request explanations on the processing of their personal data by writing to sirli@campus.ee.