

## **Data protection notice**

We enable interested parties to make contact with us by means of special online forms, by telephone queries or by post. Personal data is captured for the purposes of responding to the queries.

Personal data is neither passed on to third parties nor used for purposes beyond the processing of the query. Where passing on the data to a third party is necessary in order to process the query, the agreement of the party making the query is assumed.

In particular, data will not be used for advertising purposes.

## **Public procedure register**

As per § 4g BDSG, the party responsible for the data protection is required to make available on request the data defined under § 4e BDSG in a suitable manner. We readily comply with these obligations without the need for an individual application on your part.

## **Purposes of the capture, processing and use of data**

The principal purpose of the capture, processing and use of personal data is the sale, administration and management of customer contracts in the area of

*running of a hotel business as per HRA 100222*

Secondary purposes of the capture, processing and use of personal data are personnel, delivery and customer administration.

## **Description of personal groups affected and the related data and data categories**

To fulfil the purposes outlined in point 4, personal data relating to the following personal groups is captured, processed and used

Customer data (address data, contract data)

Personnel data for the administration of employees and external data from business partners (address data, contract data)

Supplier data (address data, contract data)

## **Recipients or recipient categories, to whom data may be communicated**

Public offices, who receive data based on legal instructions (e.g. social insurance agencies, bodies)

Internal offices, who are involved in carrying out the respective business processes (Personnel administration, accounting, marketing, sales, communications and IT)

External offices, who are involved in carrying out business processes (partners in the business processes outlined)

External contractors as per § 11 BDSG credit institutions und tax offices (salary payments, payments relating to the business processes outlined)

Insurance companies relating to pension provisions

#### **Time limits for the deletion of data**

The deletion of data takes place after the expiration of the legal or contractual period of retention. Data not subject to mandatory retention will be deleted after its use for the purpose stated.

#### **Planned transmission of data to third party states**

Not planned

#### **Disclaimer of warranty:**

Information, data and contents are constantly checked and updated. Despite all reasonable care being taken, it can occur that information has changed in the meantime. For this reason no liability for the correctness, completeness or the topicality can be assumed, nor guarantee given.

#### **Data**

The security of data transmitted over the internet cannot be guaranteed. However, it is guaranteed that data provided will only be used and processed for the purposes to which it is intended and in accordance with the Bundesdatenschutzgesetz (BDSG).

In case of queries please contact our data protection officer at:

[empire@hotel-hamburg.de](mailto:empire@hotel-hamburg.de)