

Information clause for Tenant and Guest

In the interest of Mrs/Mr personal data, and also with the law which entitled to Mrs/Mr, meeting the requirements of the European Parliament Regulation and Council (EU) 2016/679 of 27 April 2016 and in case of protection of individual person in conjunction with processing personal data and in case freedom of movement this data to repeal directive 95/46/WE (in text as: RODO), I wish to actualize and complete the knowledge about details of processing the personal data.

1. **Administrator**

Controller of personal data is company Homely Place Sp. Z o.o. with headquarters In Poznań, on Małachowskiego Street 43, which is written to Register of Entrepreneurs of the National Court Register (Rejestr Przedsiębiorców Krajowego Rejestru Sądowego) under number 0000595834, next as "Administrator".

2. **Categories of recipients**

This clause is intended to Tenant/potential Tenant of Apartment from which is rented by Administrator, hereinafter referred to as "Landlord" and notified person which stay in Apartment from Tenant hereinafter referred to as "Guest".

3. **Data source and categories of personal data concerned.**

Personal data of Tenant have been obtained directly from Tenant, subject to the second sentence. In extent that agreement was concluded between Administrator and Tenant take place trough the operator of the portal/website Internet/or different services communication of distance (for example booking.com, Expedia, AirBnb) – next as "Agent", the personal data of Tenant have been obtained from this Agent. In that case, the data are necessary to make reservation of Apartment and for conclusion and implementation of Agreement of renting, data like as: name and surname of Tenant, account details of Tenant (for example credit card details), email address, phone number, company (name), identification number (NIP/TAX no., REGON).

The personal data of Guest have been obtained directly from him, from Tenant, or from Agent. Data which have been obtained from Tenant, of from Agent are necessary to identification and verification identity of Guest, like as: name, surname.

4. **The basis of processing, processing purposes, storage period.**

THE BASIS OF PROCESSING	art. 6 law. 1 letter a) RODO <i>consent of the person whose data relates</i>
	<i>Business contact – marketing witch previous consent</i> Taking and keeping business contact, it means: objective of marketing, for which is required separate consent (for example in case of marketing implemented trough telecommunication by terminal equipment like computers which are connected to network or phones).
	<i>newsletter</i> Ensuring access to actual information about offer and active of Administrator and other information range of activity areas of Administrator.
	<i>correspondence</i> Consideration from Administrator the correspondence delivered as a result using contact form located on homelyplace.pl (chat tawk.to) or email, and answer it or keep the correspondence. Ultimately communicator tawk.to does not require giving any personal data, however it can happen that this data will be given from the correspondent's

PURPOSE	initiative, and which Administrator is not able to current situation predict for does not know the content of future questions / problems.
	<i>Effective using homelyplace.pl</i> Homelyplace.pl service is using cookies files. Cookie files are small text file which are sent from server of Administrator and are keeping from software of browser of user computer. Cookies allow for effective using a service. More details about cookies you can find in <i>Cookies Policy</i> which is located on homelyplace.pl service.
	<i>advertisement/re-targeting</i> Cookies allow for content matching homelyplace.pl in particular advertising content for expectation of specific user. More information about cookies, you can find in <i>Cookies Policy</i> which is located on homelyplace.pl service.
	<i>statistics</i> Cookies allow for make statistic of watching/popularity homelyplace.pl service Homely Place cookie policy . This statistic allow for effective promotion service at both this service and off-side (for example on Internet network). More details about cookies you can find in <i>Cookies Policy</i> which is located on homelyplace.pl service.
	<i>using services of third parties</i> Outside cookies, in case of some service providers, necessary for using from their services (for example facebook.pl, tawk.to). More details about cookies you can find in <i>Cookies Policy</i> which is located on homelyplace.pl service.
STORAGE PERIOD	Storage period is continued until withdrawal of consent or till moment when data will prove unnecessary (for example when achieve the aim, for which data was process) – depends, which of this moment will take place earlier. Consent can be revoked at any moment, but revoked of consent will not affect for legality processing before revoked consent and would result in lack of back correspondence from Administrator side.

THE BASIS OF PROCESSING	art. 6 law 1 letter b) RODO <i>concluding and implementation of Agreement and taking action at the request of the data subject</i>
PURPOSE	<i>reservation of Apartment</i> Guarantee of availability of Apartment for future, in framework implementation future agreement of renting.
	<i>preauthorization of account</i> Secure of reservation fee (resulting of late cancellation of reservation); rent; and extra fees.
	<i>designation Tenant and Guest</i> Establishing identity and possibility of identification person who using services from Administrator.
	<i>concluding and implementation of agreement</i> Necessity of conclude, implementation and settlement of Agreement of renting.
	<i>proving of implementation commitment of agreement and establish, investigation and defense of claims.</i> Confirmation of the fulfillment of obligations from Administrator and obtain from that benefit due (for example calling for payment, determine moment of entrance and exit from Apartment).
STORAGE PERIOD	Storage period is continued during time of performing agreement of renting, and also time after finish that agreement, in means for the duration of the limitation period for claims arising from applicable laws, and also for the time required by separate regulations (for example to prevent abuse and fraud) depends from that, which from this period will be longer – necessary scope.

THE BASIS OF PROCESSING	art. 6 law 1 letter c) RODO <i>the necessity to fulfill legal obligations incumbent on the administrator</i>
PURPOSE	<p><i>Accounting documentation (include tax)</i> Creation, collection and storage accounting documentation, include tax which in connected with colluding and implementation agreement of renting.</p> <p>Besides indicated higher legal basis of processing the basis are also following legal acts:</p> <ul style="list-style-type: none"> • Law from day 15 of February 1992 – about income tax from legal person – in this actual art. 9 law 1, • Law from day 29 of September 1994 – about accounting, include art. 4 law 3 point 6, art.71 law 73 and art. 74; • Law from day 29 of August 1997 – Tax code – include actual art. 86 § 1 • Law from day 11 of March 2004 – about tax from goods and services – include actual art. 106a-106n, 112 and 112a.
STORAGE PERIOD	Storage period of processing personal data continues during performing duties resulting from legal provisions, which are their source (for example until the tax liability expires).

THE BASIS OF PROCESSING	art. 6 law 1 letter f) RODO <i>legitimate interests of the Administrator or a third party</i>
PURPOSE / LEGAL INTEREST	<p><i>Business contact – without previous consent</i> Actual pursuit directly marketing and sales of services, and also build and consolidation business relations, include providing and promotion offer from Administrator (include also Internet service of Administrator) – if there is no need for separate acceptance for this action.</p> <p>Law interest in that scope is marketing and sales services and build and care about business relations, which are necessary to correctly thriving of Administrator.</p>
	<p><i>security of person and property</i> Due to presence in Apartment valuable objects, and also security person who stay in Apartment or neighborhood, Administrator can supervise in case of property and person who stay in Apartment (for example target of identification person who disrupt security).</p> <p>Law interest in that scope is care about property and the welfare of person who stay in apartment and on the area.</p>
	<p><i>Designation people who stay in apartment excluding Tenant</i> Establishing of identity and possibility of identification person which use apartment.</p> <p>Law interest in that scope is care about property and the welfare person who stay in apartment and on the area.</p>
	<p><i>execution the agreement of renting</i> Necessity of conclude, execution and settlement the agreement of renting apartment.</p> <p>Law interest in that scope is wish correctly execution of commitment for Guest which are notified by Tenant, and in the same respect Tenant.</p>
	<p><i>proving the execution of commitment from Administrator and establish, investigation and defense of claim.</i> Confirmation of execution of commitment from Administrator to Guest which was notified by Tenant, and in the same respect Tenant and obtain from that benefit</p>

	<p>due (for example call for funds, establish time of entrance and exit from Apartment).</p> <p>Law interest in that scope is possibility to investigation of claim from Administrator and demonstration execution of agreement requirements.</p>
STORAGE PERIOD	<p>Implementation period commitment of Administrator and also after finish, in means during time date limitation period claim which resulting from existing laws; during time which is required from separate laws (for example in case prevention and fraud); during time to reach the target; or till time which include objection, in depends from that which of this period will be longer – extent necessary.</p>
OBJECTION	<p>The person, whose data concern that scope of target, has right to submission of objection in line of art. 21 RODO. Because of the objection, administrator can't processing this personal data, only if he demonstrate existence of law important reasonable grounds to processing, overriding from interest, law and liberty person, which data are, or basis to establish, investigation and defense of claim.</p>

5. **Categories of consignee.**

The consignee of shared data to Administrator (for example data of second parties or involved person) could be:

- 1) Person who are authorized from him on the basis of separate authorization (specially person who are employed to Administrator).
- 2) People which Administrator entrusted processing of personal data in basis of art. 28 RODO (for example accounting Office; administrator of IT system; law services; transport entity; hosting services entity; in case of partial provision services electronically (for example reservation, or sales services trough by public network) – entities who shall ensure payment services (include agent in payments), credit, insurance, platform, communication (for example tawk.to), catering entities; Agents; Yieldplanet S.A.);
- 3) Persons authorized or processing as a result of further authorization or provision;
- 4) Entity in scope which not qualify to people categories from point 1)-3) and works, after disclose data, as separate administrator Tenant or Guest (for example specially entities whose put on website homelyplace.pl external cookies in scope which constitute personal data).

6. **Entitlement**

In line of RODO, person whose data relates, have law:

1. Access to data
2. Rectification of data
3. Deletion of data
4. Reduction of processing the data
5. Transfer of data
6. Objection (if the basis of processing is law justified interest of Administrator or third person);
7. Withdraw of consent (if the basis of processing is consent).

Realization of above rights depends from conditions referred from RODO. In case of refusal of realization above right Administrator will present substantiation of refusal in which he will invoke to personal condition, so that interested person has right to analyze correctly of substantiation.

Endorsed 3 – Administrator can refuse to delete personal data despite notified this demand, in there will be one for exception which are listed in RODO, for example when processing of data is necessary to establish, investigation and defense of claim.

Endorsed 3 and 4 - law for deleted data and law for request of reduction of processing them, shall have only in cases which are listed in RODO.

Endorsed 5 – law to transfer data, shall have only in cases, when the basis of processing law is acceptance or execution of agreement (when this processing take place in automatically process).

Endorsed 6 – in some cases, Administrator can refusal inclusion of objection for processing of data in basis of law substantiation interest of Administrator or third person, when exist important, law justified basis to processing data, which are overriding to the notifier objective interest, law and liberty or exist basis to arrangements, establish, or defense of claim – this entitlement of refusal shall not have the Administrator, when data are processing in target directly marketing.

Endorsed 7 – consent for processing data could be back in every time, without impact to compliance with law of processing.

Person whose data concern, has right to bring objection to appropriate supervisory authority. In Poland the component supervisory authority to bring objection is President of Urząd Ochrony Danych Osobowych address: Stawki Street 2, 00-193 Warszawa. In respect to the other Member State of European Union, the supervisory authority is listed on website:

http://ec.europa.eu/newsroom/article29/item-detail.cfm?item_id=612080

7. Failure to give personal data and consequences

<i>Basis of processing</i>	<i>Statutory requirement/agreement requirement/condition of conclusion agreement</i>	<i>Commitment to give data</i>	<i>Consequences of failure to give data</i>
consent	no	no	<ul style="list-style-type: none"> • Lack of functionality some of services on homelyplace.pl • Lack of advertising consent and actual offer of Administrator • Lack of answer for request/problem (for example in framework chat)
Conclusion/execution of agreement	<ul style="list-style-type: none"> • Condition of conclude the agreement • Contractual requirement 	no	<ul style="list-style-type: none"> • failure to contract • failure to perform the contract
Law duty	<ul style="list-style-type: none"> • statutory requirement 	yes	<ul style="list-style-type: none"> • failure to contract • failure to perform the contract • failure to comply with statutory and contractual obligations

Law interest of Administrator/third person	no	no	<ul style="list-style-type: none"> failure to conclude a contract and failure to perform a contract in the event of an objective in the form of designation of persons, performance of a lease agreement and performance of the Administrator's obligations as well as determination, investigation and defense of claims
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8. Automation of processing data

Personal data of person whose data are – only in framework cookies – will be processed in automation way, but this will never cause for every of side any law effect or similar way affect for that situation (lack of automation take decision).

Profiling personal data on homelyplace.pl service consist on processing data (also in automation way) by using this for assessment some information about person, specially to analyze or estimate personal preference and interest.

Data about which is speaking, can be given to third countries from list of agreement UE-USA Privacy Shields (for example Google company and Facebook). Information about security which is used in relevant agreement you can find here: <https://www.privacyshield.gov/welcome>.

More than enough Google company and Facebook has certificate of conformity with ISO/IEC 27001:2013. More details about that certificate you can find here: <https://support.google.com/analytics/answer/3407084> and <https://workplaceblog.fb.com/product-news/workplace-secure-iso27001/>.

9. Good practice – conveying the information clause to Guest

In framework good practice, highly recommend is that Tenant conveying this information clause to Guest, in framework of duty information (mainly duty about indication categories of consignee)

It's conceivable that transfer from Administrator this information clause to Guest can be impossible or require disproportionately more effort. Because of good practice, Tenant should transfer this document to Guest.

10. Contact details

In every cases which are connected with subject of this information clause, include issue explanation eventually concerns or ambiguities, first and foremost objective realization his own competence we kindly ask you for contact with person who is responsible for this subject conclude with security of personal data of Administrator it means:

Arkadiusz Kaszycki
Homely Place Sp. z o.o.
 Małachowskiego Street 43
 61-129 Poznań
 Phone no: +48 791-142-424

Email address: hp.zar zad@gmail.com

Attachment no. 2 – information clause for Tenant and Guest

In the interest of welfare personal data of Mrs/Ms, ale also about law which Mrs/Ms shall has, cater for requirements of the Regulation of the European Parliament and Council (UE) 2016/679 from day 27 of April 2016, in case of security about natural person in regard to processing personal data and with regard to free flow this data and repeal of directive 95/46/WE (in text as "RODO") I would like to actualize and complete knowledge about details of processing data of Mrs/Mr.

1. ADMINISTRATOR

The administrator of personal data in company Homely Place Sp. z o.o., with head squares in Poznań, on Małachowskiego Street 43, which is written to Register of Entrepreneurs of the National Court Register (Rejestr Przedsiębiorców Krajowego Rejestru Sądowego) under number 0000595834, next as "Administrator".

2. CATEGORIES OF RECEIPIENS

This clause is addressed to Tenant/potential Tenant of Apartment which is rented by Administrator next as: "Landlord" and person who is notified by Tenant to stay in Apartment, next as "Guest".

3. SOURCE AND CATEGORIES OF RELEVANT PERSONAL DATA

Personal data of Tenant was obtained directly from Tenant with caveat second sentence. In regard to which process of consent the Agreement between Administrator and Tenant, was made through the operator of the portal/Internet website/or different services to communicate at the distance (for example booking.com, Expedia, Airbnb) – next as "Agent", personal data of Tenant was obtained directly from this Agent. In that case this data is which are necessary to make reservation of Apartment and consent and implementation of Agreement of renting, like as: name and surname of Tenant, name and surname of Guest, access data of bill of Tenant (for example number of credit card), email address, phone number, company (name), identification number like as NIP and REGON.

Personal data of Guest was obtained directly from Guest, from Tenant or from Agent. Data which was obtained from tenant or from Agent are necessary to identification and verification identity of Guest, like as: name and surname.

4. BASIS OF PROCESSING, PURPOSE OF PROCESSING AND STORAGE PERIOD

<i>BASIS</i>	art. 6 law 1 letter a) RODO <i>consent of person, which data concern</i>
	<i>Business contact – marketing with earlier consent</i> Taking and keeping business contact, it means: objective of marketing, for which is required separate consent (for example in case of marketing implemented trough telecommunication by terminal equipment like computers which are connected to network or phones).
	<i>Newsletter</i> Ensuring access to actual information about offer and active of Administrator and other information range of activity areas of Administrator.
	<i>Correspondence</i>

PURPOSE	<p>Consideration from Administrator the correspondence delivered as a result using contact form located on homelyplace.pl (chat tawk.to) or email and answer it or keep the correspondence.</p> <p>Ultimately communicator tawk.to does not require giving any personal data, however it can happen that this data will be given from the correspondent's initiative, and which Administrator is not able to current situation predict for does not know the content of future questions / problems.</p>
	<p><i>Effective using homelyplace.pl</i></p> <p>Homelyplace.pl service is using cookies files. Cookie files are small text file which are sent from server of Administrator and are keeping from software of browser of user computer. Cookies allow for effective using a service. More details about cookies you can find in <i>Cookies Policy</i> which is located on homelyplace.pl service.</p>
	<p><i>advertisement/re-targeting</i></p> <p>Cookies allow for content matching homelyplace.pl advertising content for expectation of specific user. More information about cookies, you can find in <i>Cookies Policy</i> which is located on homelyplace.pl service.</p>
	<p><i>statistics</i></p> <p>Cookies allow for make statistic of watching/popularity homelyplace.pl service. This statistic allows for effective promotion service at both this service and off-side (for example on Internet network). More details about cookies you can find in <i>Cookies Policy</i> which is located on homelyplace.pl service.</p>
	<p><i>using services of third parties</i></p> <p>Outside cookies, in case of some service providers, necessary for using from their services (for example facebook.pl, tawk.to). More details about cookies you can find in <i>Cookies Policy</i> which is located on homelyplace.pl service.</p>
STORAGE PERIOD	<p>Storage period is continued until withdrawal of consent or till moment when data will prove unnecessary (for example when achieve the aim, for which data was process) – depends, which of this moment will take place earlier. Consent can be revoked at any moment but revoked of consent will not affect for legality processing before revoked consent and would result in lack of back correspondence from Administrator side.</p>

BASIS	<p>art. 6 law 1 letter b) RODO</p> <p><i>concluding and implementation of Agreement and acting at the request of the data subject</i></p>
	<p><i>reservation of Apartment</i></p> <p>Guarantee of availability of Apartment for future, in framework implementation future agreement of renting.</p>

PURPOSE	<i>preauthorization of account</i> Secure of reservation fee (resulting of late cancellation of reservation); rent; and extra fees.
	<i>designation Tenant and Guest</i> Establishing identity and possibility of identification person who using services from Administrator.
	<i>concluding and implementation of agreement</i> Necessity of conclude, implementation and settlement of Agreement of renting.
	<i>proving of implementation commitment of agreement and establish, investigation and defense of claims.</i> Confirmation of the fulfillment of obligations from Administrator and obtain from that benefit due (for example calling for payment, determine moment of entrance and exit from Apartment).
STORAGE PERIOD	Storage period is continued during time of performing agreement of renting, and also time after finish that agreement, in means for the duration of the limitation period for claims arising from applicable laws, and also for the time required by separate regulations (for example to prevent abuse and fraud) depends from that, which from this period will be longer – necessary scope.

BASIS	art. 6law 1 letter c) RODO <i>the necessity to fulfill legal obligations incumbent on the administrator</i>
PURPOSE	<i>Accounting documentation (include tax)</i> Creation, collection and storage accounting documentation, include tax which in connected with colluding and implementation agreement of renting. Besides indicated higher legal basis of processing the basis are also following legal acts: <ul style="list-style-type: none"> • Law from day 15 of February 1992 – about income tax from legal person – in this actual art. 9 law 1, • Law from day 29 of September 1994 – about accounting, include art. 4 law 3 point 6, art.71 law 73 and art. 74; • Law from day 29 of August 1997 – Tax code – include actual art. 86 § 1 • Law from day 11 of March 2004 – about tax from goods and services – include actual art. 106a-106n, 112 and 112a.
STORGAE PERIOD	Storage period of processing personal data continues during performing duties resulting from legal provisions, which are their source (for example until the tax liability expires).

BASIS	<p style="text-align: center;">art. 6 law 1 letter f) RODO</p> <p style="text-align: center;"><i>legitimate interests of the Administrator or a third party</i></p>
PURPOSE/LEGAL INTEREST	<p style="text-align: center;"><i>Business contact – without previous consent</i></p> <p>Actual pursuit directly marketing and sales of services, and also build and consolidation business relations, include providing and promotion offer from Administrator (include also Internet service of Administrator) – if there is no need for separate acceptance for this action.</p> <p>Law interest in that scope is marketing and sales services and build and care about business relations, which are necessary to correctly thriving of Administrator.</p>
	<p style="text-align: center;"><i>security of person and property</i></p> <p>Due to presence in Apartment valuable objects, and security person who stay in Apartment or neighborhood, Administrator can supervise in case of property and person who stay in Apartment (for example target of identification person who disrupt security).</p> <p>Law interest in that scope is care about property and the welfare of person who stay in apartment and on the area.</p>
	<p style="text-align: center;"><i>Designation people who stay in apartment excluding Tenant</i></p> <p>Establishing of identity and possibility of identification person which use apartment.</p> <p>Law interest in that scope is care about property and the welfare person who stay in apartment and on the area.</p>
	<p style="text-align: center;"><i>execution the agreement of renting</i></p> <p>Necessity of conclude, execution and settlement the agreement of renting apartment.</p> <p>Law interest in that scope is wish correctly execution of commitment for Guest which are notified by Tenant, and in the same respect Tenant.</p>
	<p style="text-align: center;"><i>proving the execution of commitment from Administrator and establish, investigation and defense of claim.</i></p> <p>Confirmation of execution of commitment from Administrator to Guest which was notified by Tenant, and in the same respect Tenant and obtain from that benefit due (for example call for funds, establish time of entrance and exit from Apartment).</p> <p>Law interest in that scope is possibility to investigation of claim from Administrator and demonstration execution of agreement requirements.</p>
	<p>Implementation period commitment of Administrator and also after finish, in means during time date limitation period claim which resulting from existing laws; during time which is required from separate laws (for example in case prevention and</p>

STORAGE PERIOD	fraud); during time to reach the target; or till time which include objection, in depends from that which of this period will be longer – extent necessary.
OBJECTION	The person, whose data concern that scope of target, has right to submission of objection in line of art. 21 RODO. Because of the objection, administrator can't process this personal data, only if he demonstrate existence of law important reasonable grounds to processing, overriding from interest, law and liberty person, which data are, or basis to establish, investigation and defense of claim.

5. CATEGORIES OF CONSIGNE

The consignee of shared data to Administrator (for example data of second parties or involved person) could be:

- 5) Person who are authorized from him based on separate authorization (specially person who are employed to Administrator).
- 6) People which Administrator entrusted processing of personal data in basis of art. 28 RODO (for example accounting Office; administrator of IT system; law services; transport entity; hosting services entity; in case of partial provision services electronically (for example reservation, or sales services through by public network) – entities who shall ensure payment services (include agent in payments), credit, insurance, platform, communication (for example tawk.to), catering entities; Agents; Yieldplanet S.A.);
- 7) Persons authorized or processing as a result of further authorization or provision;
- 8) Entity in scope which not qualify to people categories from point 1)-3) and works, after disclose data, as separate administrator Tenant or Guest (for example specially entities whose put on website homelyplace.pl external cookies in scope which constitute personal data).

6. ENTITLEMENT

In line of RODO, person whose data relates, have law:

8. Access to data
9. Rectification of data
10. Deletion of data
11. Reduction of processing the data
12. Transfer of data
13. Objection (if the basis of processing is law justified interest of Administrator or third person);
14. Withdraw of consent (if the basis of processing is consent).

Realization of above rights depends from conditions referred from RODO. In case of refusal of realization above right Administrator will present substantiation of refusal in which he will invoke to personal condition, so that interested person has right to analyze correctly of substantiation.

Endorsed 3 – Administrator can refuse to delete personal data despite notified this demand, in there will be one for exception which are listed in RODO, for example when processing of data is necessary to establish, investigation and defense of claim.

Endorsed 3 and 4 - law for deleted data and law for request of reduction of processing them, shall have only in cases which are listed in RODO.

Endorsed 5 – law to transfer data, shall have only in cases, when the basis of processing law is acceptance or execution of agreement (when this processing take place in automatically process).

Endorsed 6 – in some cases, Administrator can refusal inclusion of objection for processing of data in basis of law substantiation interest of Administrator or third person, when exist important, law justified basis to processing data, which are overriding to the notifier objective interest, law and liberty or exist basis to

arrangements, establish, or defense of claim – this entitlement of refusal shall not have the Administrator, when data are processing in target directly marketing.

Endorsed 7 – consent for processing data could be back in every time, without impact to compliance with law of processing.

Person whose data concern, has right to bring objection to appropriate supervisory authority. In Poland the component supervisory authority to bring objection is President of Urząd Ochrony Danych Osobowych address: Stawki Street 2, 00-193 Warszawa. In respect to the other Member State of European Union, the supervisory authority is listed on website:

http://ec.europa.eu/newsroom/article29/item-detail.cfm?item_id=612080

7. FAILLURE TO GIVE PERSONAL DATA AND CONSEQUENSES

<i>Basis of processing</i>	<i>Statutory requirement/agreement requirement/condition of conclusion agreement</i>	<i>Commitment to give data</i>	<i>Consequences of failure to give data</i>
consent	no	no	<ul style="list-style-type: none"> • Lack of functionality some of services on homelyplace.pl • Lack of advertising consent and actual offer of Administrator • Lack of answer for request/problem (for example in framework chat)
Conclusion/execution of agreement	<ul style="list-style-type: none"> • Condition of conclude the agreement • Contractual requirement 	no	<ul style="list-style-type: none"> • failure to contract • failure to perform the contract
Law duty	<ul style="list-style-type: none"> • statutory requirement 	yes	<ul style="list-style-type: none"> • failure to contract • failure to perform the contract • failure to comply with statutory and contractual obligations
Law interest of Administrator/third person	no	no	<ul style="list-style-type: none"> • failure to conclude a contract and failure to perform a contract in the event of an objective in the form of designation of persons, performance of a lease agreement and performance of the Administrator's obligations as well as determination, investigation and defense of claims

8. AUTOMATION OF PROCESSING DATA

Personal data of person whose data are – only in framework cookies – will be processed in automation way, but this will never cause for every of side any law effect or similar way affect for that situation (lack of automation take decision).

Profiling personal data on homelyplace.pl service consist on processing data (also in automation way) by using this for assessment some information about person, specially to analyze or estimate personal preference and interest.

Data about which is speaking, can be given to third countries from list of agreement UE-USA Privacy Shields (for example Google company and Facebook). Information about security which is used in relevant agreement you can find here: <https://www.privacyshield.gov/welcome>. More than enough Google company and Facebook has certificate of conformity with ISO/IEC 27001:2013. More details about that certificate you can find here: <https://support.google.com/analytics/answer/3407084> and <https://workplaceblog.fb.com/product-news/workplace-secure-iso27001/>.

9. GOOD PRACTICE – CONVEING THE INFORMATION CLAUSE TO GUEST

In framework good practice, highly recommend is that Tenant conveying this information clause to Guest, in framework of duty information (mainly duty about indication categories of consignee).

It's conceivable that transfer from Administrator this information clause to Guest can be impossible or require disproportionately more effort. Because of good practice, Tenant should transfer this document to Guest.

10. CONTACT DETAILS

In every case which are connected with subject of this information clause, include issue explanation eventually concerns or ambiguities, first and foremost objective realization his own competence we kindly ask you for contact with person who is responsible for this subject conclude with security of personal data of Administrator it means:

Arkadiusz Kaszycki

Homely Place Sp. zo.o.

Małachowskiego Street 43

61-129 Poznań

Phone no: +48 791-142-424

Email address: hp.zarząd@gmail.com

COOKIES POLICY

I. General comments

Service homelyplace.pl (next as: "service") – which owner is company Homely Place Sp. z o.o. with head squares in Poznań, on Małachowskiego Street 43, which is written to Register of the National Court Register (Rejestru Przedsiębiorców Krajowego Rejestru Sądowego) under number: 0000595834 - objective of optimization contact with user, enhancement functionality of service, make some research of anality connected with popularity of service – using cookies [Homely Place cookie policy](#) files or similar technology to follow (next as "cookies"). Cookies are sent to user equipment (for example computer, smartphone, tablet) and here are save.

Cookie files do not serve to identification the user of service and preventing identification of them, but in referred cases can provide personal data. It will take place when except data which are include in cookies, entity which receive information (it means service or third entity) has other data, which able to identification third natural person (for example in result spontaneous giving the name or surname from user with who was make contact by tawk.to)

II. *Type of cookies*

Cookies can divide due to following criteria:

- 1) *source*
 - a) own cookies/service cookies – this is cookies which are create from service. These cookies can be share third entity (for example Google analytics);
 - b) outside cookies/third person cookies – this is cookies which are create for third entity (in means different entity as service) and from which this entity can use,
- 2) *date of expiry*
 - a) permanent cookies – cookies are store on user equipment for specified time, regardless for finish single session on service, it means they are storing regardless for closing browser of user;
 - b) session cookies – cookies are store on equipment only for time of one session in service it means they are deleted after closing browser by user.

III. *Own cookies and outside cookies which are located on service*

Domain	<i>homelyplace.pl</i>
Cookies	pll_language (validity: 1 year); q_cookie_agree (validity: 1 tear); wfvt_3272119256 (validity: 30 minutes); wordfence_verifiedHuman (validity: 1 year); TawkConnectionTime (validity: session); TawkCookie; Tawk_xxxxxxx (validity: 6 months); _tawkuuid (validity: 6 months); _ga (validity: 808 days); _gat_gtag_UA_109227386_1 (validity: 1 minutes); _gid (validity: 2 years)
Type	Own cookies
General description	Cookies have on target to maintenance action of service in that to ensure security. Addition cookies serve to adapt commercial for needs user (personality of commercial).
	<ul style="list-style-type: none"> • pll_language – memorize language from user, in which the service should display; • q_cookie_agree – memorize the consent of Cookies Policy from user; • wordfence_verifiedHuman oraz wfvt – is verifies user like a natural person and not virtual (for example machine/bot); • TawkConnectionTime; TawkCookie; Tawk_ xxxxxxx; _tawkuuid. <p>The supplier of relevant cookies is tawk.to Inc. (company with head squares on 187 East Warm Springs Rd, SB298, Las Vegas, Nevada, 89119, United States of America).</p> <p>Cookies allow to use a chat from tawk.to and also identification and navigation the user on service. For example, _tawkuuid allow to establish interaction user with chat function on service and identification;</p> <p>Tawk_ xxxxxxx allow to remember preferential settings of user.</p>

<p>Detailed description</p>	<p>In the scope information included to cookies tawk.to is processor.</p> <p>Detailed information about privacy policy tawk.to you can find here: https://www.tawk.to/privacy-policy/ and contract of entrustment processing data between service and tawk.to is here: https://www.tawk.to/data-protection/dpa-data-processing-addendum/</p> <ul style="list-style-type: none"> • <code>_ga; _gat_gtag_UA_109227386_1; _gid.</code> <p>Delivery of relevant cookies in Google Analytics (company Google with head squares 1600 Amphitheatre Parkway, Mountain View, CA 94043, United States of America).</p> <p>Cookies allow to making measurements ratings website and because of that they serve to marketing target. For example, <code>ga</code> oraz <code>_gid</code> serve to distinguished (identification) users (customer ID) but <code>_gat</code> is used to limit quantity of request/question which are addressed to doubleclick.net – tool which is used to match the Google commercials to user in scope of all network.</p> <p>Administrator of these cookies is service, while Google Analytic is processor. Detailed information about privacy policy Google you can find here: https://policies.google.com/technologies/types?hl=pl and contract of entrustment processing data between service and Google Analytic is here: https://privacy.google.com/businesses/processorterms/.</p> <p>User can turn off action of Google Analytics by installation of free additive to browser which block Google Analytic, and which is available under this link: https://tools.google.com/dlpage/gaoptout?hl=pl.</p>
<p>Type of data</p>	<p>Supplier of cookies is storage data like as: IP address, type of using browser, language, type of operative system, supplier of Internet services, time and date of interaction, abacus of clicking, type of visited websites.</p>

<p>Domain</p>	<p>Google.com/Google.pl</p>
<p>Cookies</p>	<p>1P_JAR (validity: 30 days); APISID(validity: 2 years); CONSENT (validity: 19 years 76 days); HSID (validity: 2 years); NID (validity: 6 months); OGPC (validity: 2 months); SAPISID (validity: 2 years); SID (validity: 2 years); SSID (validity: 2 years); UULE (validity: 1 day)</p>
<p>Type</p>	<p>Outside cookies</p>
<p>General description</p>	<p>Cookies has to purpose take action of service, in that to ensure security. In add cookies are using to adapt of commercials to user needs (personalization of ads), and also to remember preference of using the service.</p>
	<ul style="list-style-type: none"> • 1P_JAR – serve to display personalized advertising in website Google on the basis last activity of user (include interaction in service); • SID, HSID – include digitally and encrypted data, which can identify user Google account and indicate last hour of login. Connection of these two files allow to intercept text from form which was completed on Internet websites. More than enough SID in addition serve to personalization advertising, remember last

<p>Detailed description</p>	<p>searching, earlier contact with offer of advertisers, results of searching or visit on websites of advertisers.</p> <ul style="list-style-type: none"> • APISID, SAPISID – serve to personalization advertising text of user, inter alia by remembering interaction with YouTube website; • NID – include an identification which Google use, to remember preference of user and other information, in detailed this concerning to preferred language (for example polish), number of results of searching displayed website (for example 10 or 20) and turn on or turn off Google SafeSearch filter. More than enough this file is used to personalization of advertising, remember last searching, earlier contact with advertisers offer, results of searching or visiting on advertiser’s website. • OGPC – used to purpose keep information about user preference and information about using GoogleMaps by him on service; • CONSENT and UULE – used to purpose keep user on service. This information helps with improving service. Information are collected with this cookie concern numbers of display of service, Internet websites which are visited before entrance to service and also Internet websites from which the user passed to service. • Supplier of relevant cookies is Google (company Google with head squares 1600 Amphitheatre Parkway, Mountain View, CA 94043, United States of America) • Administrator of this cookies is Google, that’s why is responsible independently for processing data of user. Detailed information about Google privacy policy you can find here: https://policies.google.com/technologies/types?hl=pl. Information about collection the data are here: https://policies.google.com/technologies/retention?hl=pl.
<p>Type of data</p>	<p>Supplier of cookies are collecting data like: IP address, type of using browser, language, type of operative system, supplier of Internet services, time and date interaction, chosen advertises, watched movies on YouTube, localization.</p>

<p>Domain</p>	<p>Chaty.app</p>
<p>Cookies</p>	<p>_cfduid (validity: 1 year), _ga (validity: 2 years 4 days), _gid (validity: 2 days)</p>
<p>Type</p>	<p>Outside Cookies</p>
<p>General description</p>	<p>Cookies has on purpose to improve (speed up) working service included ensure security. Additionally, cookies are used to test the number of visits to the website and to create analyzes based on this information.</p>
<p>Detailed description</p>	<p>Supplier of relevant cookies is Chaty.app.</p> <ul style="list-style-type: none"> • __cfduid – identifies user, shall adapt settings of security under concrete person, ensure access to person which previously verificated, shall adapt also fast action of services in framework service Content Delivery Network (CDN); • _ga i _gid – is serving distinguishing (identification) users (ID customer). <p>Supplier of relevant cookies and administrator is Chaty.app – that’s why is responsible independently for process of user data.</p>
<p>Type of data</p>	<p>Cookies supplier shall collect data like: ID address, type of using browser, language, type of operation system, supplier of Internet services, time and date of interaction, chosen advertise, localization.</p>

Domain	DoubleClick.net
Cookies	DSID (validity: 2 weeks), IDE (validity: 8 months 18 days)
Type	Outside Cookies
General description	Cookies are used to purpose Google advertisement.
Detailed description	<ul style="list-style-type: none"> • IDE (validity: 2 months) and DSID (validity: 2 weeks) – are used to purpose match the advertise to user, report the effectiveness of advertising campaign and avoid display advertise which repeated. <p>The supplier and administrator of relevant cookies is Google (company Google with head squares 1600 Amphitheatre Parkway, Mountain View, CA 94043, United States of America) – that’s why is responsible independently for processing data of user. Detailed information about privacy policy Google you can find here: https://policies.google.com/technologies/types?hl=pl. Information about storing data are here: https://policies.google.com/technologies/retention?hl=pl.</p>
Type of data	Cookies supplier shall collect data like: ID address, type of using browser, language, type of operation system, supplier of Internet services, time and date of interaction, chosen advertise, localization.

Domain	Facebook.com
Cookies	Act (validity: session), C_user (validity: 2 years 4 days), Datr (validity: 2 years), Fr (validity: 2 months 29 days), Locale (validity: 7 days), pl (validity: 2 months 29 days), Pnl_data2, Presence (validity: session), Sb (validity: 2 years 28 days), Spin (validity: 1 day), Wd (validity: session), x-scr, xs (validity: 90 days)
Type	Outside Cookies
General description	Cookies used in connection with Facebook plugin on service and serve on purpose mainly advertising Facebook company.
Detailed description	<p>Cookies serve to authentication user account, to security connection with Facebook, to facilitate using from Facebook services, remembering user preference (include resolution of displayer), on advertising purpose, analyze interaction with Facebook (mainly from service). For example:</p> <ul style="list-style-type: none"> • presence – serve to establish conditions of user conversation, for example which tables of chat are open in that moment; • locale – serve to establish localization of last logged user on concerned browser; • xs – serve to establish time login of user and distinguish more user sessions which was started in different time; • c_user – serve to give unique identification of user (ID customer) • datr – serve to identification user browser. This file plays a crucial role in case of security and keeping integrity Facebook products; • fr – serve to deliver to user new advertise/products, like as for example auction in real time <p>Supplier and administrator of relevant cookies is Facebook, 1601 South California Avenue, Palo Alto, CA 94304, United States of America – that’s why is responsible independently for processing data of user.</p>

	<p>Detailed information about privacy policy you can find here: www.facebook.com/about/privacy/ You can also in some extent decide about that, which advertise should be displayed to you, more information you will find here: https://web.facebook.com/help/562973647153813?helpref=related&ref=related.</p>
Type of data	<p>Cookies supplier shall collect data like: ID address, type of using browser, language, type of operation system, supplier of Internet services, time and date of interaction, chosen advertise, localization.</p>

Domain	.googleadservices.com
Cookies	AID (validity: 2 days)
Type	Outside Cookies
General description	Cookies are used in advertising purpose Google.
Detailed description	<ul style="list-style-type: none"> • AID – serve to display personalized advertise in Google website on basis last activity of user (include interaction on service) <p>The supplier and administrator of relevant cookies is Google (company Google with head squares 1600 Amphitheatre Parkway, Mountain View, CA 94043, United States of America) – that’s why is responsible independently for processing data of user. Detailed information about privacy policy Google you can find here: https://policies.google.com/technologies/types?hl=pl. Information about storing data are here: https://policies.google.com/technologies/retention?hl=pl.</p>
Type of data	<p>Cookies supplier shall collect data like: ID address, type of using browser, language, type of operation system, supplier of Internet services, time and date of interaction, chosen advertise, localization.</p>

Domain	notifications.google.com
Cookies	OTZ
Type	Outside Cookies
General description	Cookies are used in advertising purpose Google.
Detailed description	<ul style="list-style-type: none"> • OTZ – serve to display personalized advertise in Google website on basis last activity of user (include interaction on service) <p>The supplier and administrator of relevant cookies is Google (company Google with head squares 1600 Amphitheatre Parkway, Mountain View, CA 94043, United States of America) – that’s why is responsible independently for processing data of user. Detailed information about privacy policy Google you can find here: https://policies.google.com/technologies/types?hl=pl. Information about storing data are here: https://policies.google.com/technologies/retention?hl=pl.</p>
Type of data	<p>Cookies supplier shall collect data like: ID address, type of using browser, language, type of operation system, supplier of Internet services, time and date of interaction, chosen advertise localization.</p>

Domain	<i>hrs.com/hotelservice.hrs.com</i>
Cookies	AMCV_9C186C5C517EDF0A0A490D45%40AdobeOrg (validity: 2 years), _dy_soct (validity: year), consentCookie (validity: 1year), s_pers (validity: 5 years), utag_main (validity: 1 year), wa_pers (3 years); hsp_throttle (validity: permanent); _dy_c_att_exps (validity: 1 month); _dy_c_exps (validity: 1 month); _dy_df_geo (validity: 1 month); _dy_geo (validity: 1 month); _dy_ses_load_seq (validity: 1 month); _dy_soct (validity: 1 year); _dy_toffset (validity: 1 month); _dycnst (validity: 1 month); _dycst (validity: 1 month); _dyid (validity: 1 month); _dyus_xxxxx (validity: 1 month); channelcloser (validity: 1 month); channelflow (validity: 1 month); channeloriginator (validity: 1 month); s_fid (validity: 5 years); s_vi (validity: 2 years); smeTrackingCookie (validity: 1 month); trackingCookie (validity: 1 month); trackingCookieTealium (validity: 1 month); s_pers (validity: 5 years); _ga (validity: 2 years); _gac_UA-XXXXX-X (validity: 90 days)
Type	Outside Cookies
General description	Cookies are used to purpose of efficient operation of reservation system and in advertising purpose (in that purpose tracking user behavior).
Detailed description	<p>Cookies are used to purpose of efficient operation of reservation system with intermediation HRS plugin. Cookies are also used to purpose the navigation customer behavior on HRS service. For example:</p> <ul style="list-style-type: none"> • consentCookie – serve to remember user choosing in case cookies policy; • utag_main – serve to collect information about user activity (interaction) (time of visiting service, number of visited subpage of service, ID number, number of visit on service); • wa_pers – serve to establish user interaction on purpose operation function/services of Internet website; • s_pers; smeTrackingCookie; trackingCookie; trackingCookieTealium – navigation/tracking of user <p>The supplier and administrator of relevant cookies is HRS - Hotel Reservation Service (Germany company GmbH with head squares in Köln)- that's why is responsible independently for processing data of user.</p> <p>Detailed information about privacy policy HRS you can find here: https://www.hrs.com/web3/cookie_policy.do?activity=index</p>
Type of data	Cookies supplier shall collect data like: ID address, type of using browser, language, type of operation system, supplier of Internet services, time and date of interaction, chosen advertise, localization.

Domain	<i>Kajware.pl</i>
Cookies	_ga (validity: 2 years 4 days), _ym_d (validity: 1 year), _ym_uid (validity: 1 year)
Type	Outside Cookies
General description	Cookies are used to purpose of efficient operation of reservation system and in advertising purpose

Detailed description	<ul style="list-style-type: none"> • <code>_ga</code> i <code>_ym_uid</code>- serve to distinguished (identification) users (ID customer); • <code>_ym_d</code> – date of first user session; <p>The supplier and administrator of relevant cookies is company “Kajetan Woyciechowski KajWare” (named as Kajware.pl), with head squares is Bolechowice (32-082) near Wąska Street 10, registered under number NIP: 9441851588 and REGON: 120916795 - that’s why is responsible independently for processing data of user. Detailed information about privacy policy kayware.pl you can find here: https://www.kajware.pl/polityka-prywatnosci/</p>
Type of data	Cookies supplier shall collect data like: ID address, type of using browser, language, type of operation system, supplier of Internet services, time and date of interaction, chosen advertise, localization.

Domain	.tawk.to
Cookies	<code>__cfduid</code> (validity: 1 year), <code>__tawkuid</code> (validity: 8 months 16 days), <code>_ga</code> (validity: 2 years 2 months 17 days), <code>_gaexp</code> (validity: 2 months 26 days)
Type	Outside Cookies
General description	Cookies are used to purpose to efficient operation system of communication with user with help chat plugin on service. They are used also on advertising and analytics purpose.
Detailed description	<ul style="list-style-type: none"> • <code>_cfduid</code> – shall ensure fast action of services in framework service Content Delivery Network (CDN); • <code>_tawkuid</code> – serve to user identification and track of him; • <code>_ga</code> – serve to user identification and measurement his interaction with tawk.to websites and on service; • <code>_gaexp</code> – serve to remember preferential settings of user. <p>The supplier and administrator of relevant cookies is tawk.to Inc. (company with Head squares on 187 East Warm Springs Rd, SB298, Las Vegas, Nevada, 89119, United States of America).</p> <p>Detailed information about privacy policy tawk.to you can find here:: https://www.tawk.to/privacy-policy/ and agreement of entrustment of processing data between service and tawk.to is here: https://www.tawk.to/data-protection/dpa-data-processing-addendum/</p>
Type of data	Cookies supplier shall collect data like: ID address, type of using browser, language, type of operation system, supplier of Internet services, time and date of interaction, chosen advertise, localization.

Domain	va.tawk.to
Cookies	<code>Ss</code> (validity: session), <code>tawkUUID</code>
Type	Outside Cookies

General description	Cookies are used on purpose efficient functional system of communication with user with help chat plugin on service. Used are also on advertising and analytics purpose.
Details description	<ul style="list-style-type: none"> • ss – serve to manage user session; • tawkUUID – serve to identification and track of user. <p>The supplier and administrator of relevant cookies is tawk.to Inc. (company with Head squares on 187 East Warm Springs Rd, SB298, Las Vegas, Nevada, 89119, United States of America).</p> <p>Detailed information about privacy policy tawk.to you can find here: https://www.tawk.to/privacy-policy/ and agreement of entrustment of processing data between service and tawk.to is here: https://www.tawk.to/data-protection/dpa-data-processing-addendum/</p>
Type of data	Cookies supplier shall collect data like: ID address, type of using browser, language, type of operation system, supplier of Internet services, time and date of interaction, chosen advertise, localization.

Domain	Visiton.pl
Cookies	_ga (validity: 2 years 2 months 17 days), Ebox (validity: 2 years 10 months 7 days), tstbox_XXXXXX
Type	Outside Cookies
General description	Cookies used to advertising and analytics purpose.
Detailed description	<ul style="list-style-type: none"> • _ga, Ebox, tstbox_XXXXXX – serve to identification and track in framework activity on Internet websites. <p>The supplier and administrator of relevant cookies is Michał Frątczak, which is business operator under name: IM-LOGIC, with head square on Bartoszyce (11-200), on Sadowa Street 6, NIP (TAX) 651-165-95-59, REGON 281-467-770 (which shall keep service visiton.pl)</p> <p>Detailed information about privacy policy visiton.pl you can find here: https://visiton.pl/polityka-cookies.html.</p>
Type of data	Cookies supplier shall collect data like: ID address, type of using browser, language, type of operation system, supplier of Internet services, time and date of interaction, chosen advertise, localization.

IV. Conversion of cookies settings

You can always change settings of your browser to purpose blocked or delated individual cookies. For example:

- Google Chrome:

Menu/Settings Show detailed settings/privacy/text settings/cookies files – you should choose correct box;

- Internet Explorer:

Menu/Settings/Internet option/ Privacy - you should choose correct box;

- Mozilla Firefox:

Menu/Option/Privacy/History - you should choose correct box;

- Opera

Menu/Preference/Advanced/Cookies - you should choose correct box;

- Safari

Menu/Preference/Privacy/Cookies files - you should choose correct box;

Should borne in mind that above change of cookies settings in your browser can affect to some functionality available on service (for example for need for separate, login again on Facebook.com).

V. Additional information

1. In case of concerns or question, service stay to your disposal. Communication channel are made available directly on service. At this time, we suggest you communication channel like this: hp.zarxad@gmail.com; tel.: 791-142-424; ul. Małachowskiego 43, 61-129 Poznań.

2. *Cookies Policy* is an integral part of information clause for user.