



## Data Policy

On the 25th May 2018, the General Data Protection Regulations came into force. These apply to personal data on customers. It covers organisations within the EU but also organisations outside of the EU if they store process data on EU citizens. It covers ALL data that we hold that could identify someone as individual, whether it is held electronically or on paper.

### **We are legally obliged to store Customer Data**

We store personal data and we have to share data (customers` name, passport or ID number, address) with the Local Authority for Tourist Tax reasons and (customers` name, address and payment for accommodation) with the Hungarian Tax Authority for tax reasons. As there is a lawful basis how we store data and we are obliged to share it with the above mentioned authorities, we do not need additional consent for storing data. We do not share your data with anybody else.

When you make a booking with us we collect the names of all the guests who will be staying, the home address, email address and telephone number of the person making the booking. We occasionally collect a debit or credit card number to take payment for your stay. **Your bank details are deleted after successful payment, we do not store your bank account details.** We use your email address to communicate with you about your stay.

### **Guest Registration**

We are required by law to collect the following information on all our guests. We do this by asking you to complete a registration form on arrival (name, nationality, passport or ID number, address, signature). We are required to keep these registration forms how them to a police officer if they request to see them and the Local Tourist Authorities.

### **Access to your information**

You have the right to request a copy of the information we hold about you. If you would like a copy of this information please email us at [reservation@andihaz.com](mailto:reservation@andihaz.com).

### **CCTV Cameras**

We have 4 cameras on the outside of Andi-House, looking over the entrance, gate, garden and car park. None of the cameras are pointed at the guest bedrooms , door or windows. We use these cameras for the security of our property, ourselves, our guests and our guests` property. The only person to have access to this data is the guest house owner, Andrea Szentgyorgyi.

**Financial records:** We are required to keep financial records for 7 years.