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**CLAUSE / LEGEND OF INFORMATION  
FOR PRIVACY POLICY**

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**2nd layer**

**Additional Information**

**Who is the controller of the users' personal data?**

Identity: HOTEL VILLA MAGNA, S.L.

Postal address: Paseo de la Castellana, nº 22 – 28046 de Madrid

Telephone: 915871234

email: villamagna@villamagna.es

Data Protection Officer: Yes, a DPO has been appointed in the entity

DPO contact: gdpr@villamagna.es

**With what purpose does HOTEL VILLA MAGNA, S.L process the users' personal data?**

In **HOTEL VILLA MAGNA, S.L** we process your personal data with the maximum respect and compliance with the applicable regulations regarding personal data protection.

We process your data with the following purposes:

- Management of reservations made, of your stay in the hotel and the services that you demand, and the corresponding contractual relationship
- Manage the carrying out of surveys and/or assessments regarding the quality of the services provided by Hotel Villa Magna.

- Manage the subscription of the interested parties to our newsletter and, in accordance with this, send them information of interest on news and offers of our products and services.
- Manage the enquiries and requests made to us by the interested parties and the matters derived from these on the part of the hotel.

We will confine ourselves to processing your personal data with the mentioned purposes.

We inform you that automated decisions will never, under any circumstances, be taken based on your profile.

#### **For how long will we keep the users' personal data?**

We will process your personal data during your stay in the hotel and, once ended, for the time necessary to comply with legal requirements.

With regard to the sending of information on our products and services, as well as in connection with the sending of newsletters, we will keep personal data until the interested party revokes his/her consent. In any case, in every email we send you, you may express your refusal to continue receiving them in a clear and simple way which is free of charge.

Regarding the enquiries or requests that we receive through the electronic mail address enabled to make contact with us, we will process personal data during the entire time needed to settle them and, once settled, during the time necessary to comply with legal requirements.

#### **What is the legitimation for carrying out the processing of the users' personal data?**

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Legitimation with the purpose of managing reservations and contractual relationships, is that processing is required for the execution of a contract or pre-contract in which the interested party is part.

For its part, legitimation both for the carrying out of surveys and/or assessments regarding the quality of the services provided as well as for the sending of offers on our products and services, is the satisfaction of our legitimate interests.

Regarding subscription to our newsletter, consent is given to us when filling out the form for this.

Lastly, as for enquiries and requests for information carried out through the electronic mail address enabled to make contact with us, the processing is necessary for the performance of a contract to which the data subject is party.

### **Which recipients will the users' personal data be communicated to?**

HOTEL VILLA MAGNA, S.L. shall not transfer or carry out any international transfer of your personal data.

Your personal data shall only be transferred if obliged by a Law or in the event that it is required for the execution of the contract or the communication that you make with us.

We also inform you that HOTEL VILLA MAGNA, S.L. works with several entities that provide it with a service which requires access to personal data, these entities, therefore, are responsible for the processing of the hotel.

### **What rights do the users have as owners of their data?**

You, as owner of your personal data, both in your own name as well as through a representative (either legal or voluntary), may exercise rights of access, rectification, erasure, limitation to processing, opposition, as well as the right to portability of your data.

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In order to exercise them, you must contact us by electronic mail, indicating in the Subject “Data Protection Rights” or, if you prefer, by post to HOTEL VILLA MAGNA, specifying which right you would like to exercise and sending a photocopy of your National Identity Card (DNI).

In a maximum period of 30 days (we put in all of our effort and means available to reduce this period as much as possible) from when we receive your request, you will receive a reply from us. If you do not agree, you may go to the Spanish Data Protection Agency to request the protection of rights.

### **How have we obtained your personal data?**

The personal data that we process in HOTEL VILLA MAGNA has been collected from any of the different forms that you send us through the electronic mail address enabled to make contact with us.

The categories of data processed are:

- Identification and contact data
- Personal data
- Where appropriate, banking data

We inform you no data described by the General Data Protection Regulation as “special categories of data” is processed (data concerning health, religion, ideology, trade union membership, etc.)

### **Before which body can a complaint be lodged regarding data protection?**

#### **Complaint before Spanish Data Protection Agency**

We inform you that you may lodge a complaint regarding data protection before the Spanish Data Protection Agency, either through its electronic office or at its address. You can find all the information available on its page: [www.aepd.es](http://www.aepd.es)