



HOTEL DANA

BUSINESS & CONFERENCE

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Hotel regulations

Welcome to Hotel Dana - Business & Conference in Szczecin. Thank you for observing regulations which shall ensure safe and pleasant sojourn.

§1

1. Hotel rooms are rented per hotel nights.
2. Should the guest fail to specify the number of days of their stay when checking in, it is assumed that the room is rented for one hotel night.
3. The check-in time is 14.00 on the day of arrival, and check-out should be done until 12.00 a.m. the following day.

§2

1. Should the guest wish to prolong their stay, they should report so at the reception desk until 10.00 a.m. the check-out day at the latest.
2. The Hotel shall grant the wish depending on room-availability.

§3

1. It is forbidden to let rooms to other persons, even if the residence period, for which payment has been regulated, has not finished.
2. Persons not registered for residency may stay in hotel rooms between 7.00 to 22.00.

§4

At check-in the hotel reserves the right to preauthorize a credit card or deposit cash of the amount that covers the entire stay.

§5

1. The hotel provides services according to its category and standard. In case of any claims against the quality of our services, a guest is requested to report them to the reception as soon as possible to ensure immediate reaction of the hotel staff.
2. The hotel is obliged to:
 - a. keep the identity of its guest confidential and ensure safe sojourn,
 - b. provide professional and kind service within the range of all the matters concerning the hotel,
 - c. provide room cleaning and repair of broken devices during the guest's absence, or during the guest's presence only on request,
 - d. in the case of any faults, resume normal service as soon as possible, provide alternative accommodation, depending on room-availability, or alleviate inconveniences.

§6



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1. On a guest's request the hotel provides the following services:
 - a. giving information about a given stay and transport connections,
 - b. giving calls at requested hour,
 - c. storing money and valuables in the safe during the guest's sojourn,
 - d. storing luggage (the hotel may refuse this service beyond the booked period, or if the items to be stored differ from personal luggage). The hotel reserves the right to refuse keeping/holding any parcels left by the hotel guest to be collected by 3rd person.
 - e. 24 Hours Fitness Center
 - f. 24 hours Parking
 - g. Flat screen 32' TV trough out
 - h. Disabled Room Available
 - i. Pets Rooms Available
 - j. Dry Cleaning Services Available
2. Concierge service available.

§7

1. The hotel is responsible for any damage or loss of belongings on the grounds of pertinent articles of the civil code.
2. Guests should immediately notify the hotel reception about any damage.

§8

1. The silent hours are set between 22.00 to 7.00 the following day.
2. The conduct of guests and persons enjoying the hotel's services should not disturb other guests. The hotel may refuse to provide services to a person who violates the rule above.

§9

1. Each time a guest leaves their room, they should make sure the door is closed,
2. Hotel guests are materially responsible for every kind of damage or devastation of objects and technical devices which are part of the hotel equipment, if the fault is attributable to them.

§10

1. In case of fire, the guests should, if possible, immediately alarm the hotel staff, and proceed to exit as indicated by the evacuation signs. The hotel staff assumes responsibility for evacuation until the arrival of a fire brigade.
2. Considering the fire safety, it is not allowed to use water-heaters, electric irons, or other similar devices which are not part of room equipment.



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§11

All personal belongings that are left by the departed guest will be posted to the address given by the guest and extra charges will be taken for it. All belongings are kept by the hotel for the period of three months.

§12

In connection with the new Regulation of the European Parliament and of the European Council 2016/679 of 27 April 2016 on the protection of individuals in connection with processing of personal data and on the free flow of such data and repealing Directive 95/46 / EC (OJ of the EU L 119, p.1), the so-called GDPR, which enters into force on May 25, 2018 in the entire European Union, including Poland - we undertake to respect your right to privacy Online and make every effort to adequately protect all your available data ("Personal Data").

1. The administrators of your personal data are entities from the Capital Group J.W. Construction Holding S.A., which includes the Dana Invest Sp. z o.o. company with registered office in Ząbki and all entities connected with this company, as well as other entities with which we cooperate, e.g. in the scope of provision of services.

The company Dana Invest Sp. z o.o. with registered office in Ząbki at the Radzymińska 326 St., is entered in the register of entrepreneurs kept by the District Court for the Capital City of Warsaw in Warsaw under the KRS [National Court Register] number 0000492262, NIP [Taxpayer Identification Number] 1090003160, with share capital in the amount of PLN11,125,850.00. The holding structure is also formed by the following companies:

- J.W. Construction Holding S.A.
- JW. Marka Sp. z o.o.
- Towarzystwo Budownictwa Społecznego „Marki” Sp. z o.o.
- Yakor House Sp. z o.o.
- Porta Transport Sp. z o.o.
- J.W. Construction Sp. z o.o.
- Seahouse Sp. z o.o.
- Nowe Tysiąclecie Sp. z o.o.
- Business Financial Construction Sp. z o.o.
- Varsovia Apartamenty Sp. z o.o.
- Berensona Invest Sp. z o.o.
- Bliska Wola 4 Sp. z o.o. 1SK
- Bliska Wola 4 Sp. z o.o. 2SK
- Wola Invest Sp. z o.o.



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- Bliska Wola 4 Sp. z o.o.
- Zdziarska Invest Sp. z o.o.
- Łódź Invest Sp. z o.o.
- Lewandów Invest Sp. z o.o.
- Hanza Invest S.A.

2. We encourage you to contact us:

- By phone: 91 820 77 00
- By e-mail: recepja@hoteldana.pl
- In writing to the following address: Dana Invest Sp. z o.o. ul. Radzywińska 326, 05-091 Ząbki
- At the registered office of the company Dana Invest Sp. z o.o. at the Radzywińska 326 St., 05-091 Ząbki

3. We shall take appropriate action in order to prevent unauthorized access of third parties to your data or its disclosure to third parties. Please be advised that the website operator's databases are secured against access by third parties.

The person responsible for the protection of personal data in the Capital Group J.W. Construction Holding S.A. is a designated personal data protection inspector, who can be contacted directly:

- By e-mail: iod@jwc.pl
- In writing to the following address: Dana Invest Sp. z o.o. ul. Radzywińska 326, 05-091 Ząbki, including an entry „Personal data protection inspector”

In case of any doubts related to the processing of your data, please do not hesitate to contact the inspector of personal data.

4. Your personal data is processed with the following aims:

- Conclusion and execution of the agreement(s), including provision of transaction processing, problem solving and execution of requests we receive from you - due to the fact that the processing is necessary for the conclusion and implementation of the agreement(s) (Article 6 paragraph 1 letter b of GDPR)
- Provision of electronic services and sending commercial information - based on your consent (Article 6 paragraph 1 letter a of GDPR) in relation to Article 10 paragraph 2 of the Act on the provision of electronic services),



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- Direct marketing of products or services, including establishing contacts, presenting offers, carrying out measurements and analyzes, including profiling (i.e. using personal data to create your profile regarding products and services you may be interested in), saving data in cookie files and collecting data from websites and mobile applications - based on your consent (Article 6 paragraph 1 letter a of GDPR) in connection with Article 172 of the Telecommunications Law),
- Fulfilling our legal obligations under EU or Polish law (e.g. with regard to the President of the Office for Competition and Consumer Protection, tax offices) - because processing is necessary to fulfill the legal requirements to which we are subject (Art. 6 par. 1 let. c GDPR)
- Ensuring the handling of payment services, ensuring the safety of services that we provide electronically, the handling of your requests, e.g. submitted through a contact form, if they are not directly related to execution of the agreement, debt collection, conducting court, administrative and mediation proceedings, data storage for archival purposes and ensuring accountability (compliance with obligations resulting from legal regulations) - due to the fact that processing is necessary for the implementation of our legally justified interest, i.e. handling the services provided, execution of your requests, the possibility of establishing, pursuing or defending against claims, data archiving (Art. 6 par. 1 let. f GDPR).

5. Your data may be received by the following entities:

1. Companies from the Capital Group J.W. Construction Holding S.A.,
2. Entities authorized under applicable law, e.g. courts and state bodies,
3. Entities with which we cooperate and which provide marketing, advertising, accounting, financial, auditing, control and legal services - where such entities process data on the basis of an agreement with the administrator and only in accordance with the administrator's instructions.

6. Your data will be processed with the following aims:

- Conclusion and execution of the agreement(s) - until the agreement is terminated or expires, with the stipulation that sometimes these data can be processed also after the expiration of this agreement, but only if it is allowed or required under applicable law, e.g. processing for statistical or accounting purposes,
- Provision of electronic services and sending commercial information - until the consent is withdrawn,
- Direct marketing of products or services, including establishing contacts, presenting offers, carrying out measurements and analyzes, including profiling (i.e. using personal data to create your profile regarding products and services you may be interested in), saving data in cookie files and collecting data from websites and mobile applications - until the consent is withdrawn,



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- The fulfillment of legal obligations imposed on us under EU or Polish law - until expiration of data storage obligations resulting from legal regulations,
- Ensuring the handling of payment services, ensuring the safety of services that we provide electronically, the handling of your requests e.g. submitted through a contact form if they are not directly related to the execution of the agreement, debt collection, conducting court, administrative and mediation proceedings, data storage for archival purposes and ensuring accountability - until prescription of claims under agreement(s) or claims related to the processing of personal data or until the moment of filing the objection.

7. You are entitled to the following rights:

- To access your personal data, including obtaining a copy of the data,
- To change your data (correction, completion, update),
- To withdraw your consent anytime in cases of data processing on the basis of a prior consent,
- To impose limitations on processing of your data at any time, due to the special situation, unless processing is required by law,
- To file an objection to the processing of personal data where data processing is based on a justifiable interest or for statistical purposes, and the objection is justified by the particular situation,
- To request removal of your data,
 - To transfer your personal data, i.e. to receive such personal data in a structured, commonly used machine-readable format, including the right to send this personal data to another administrator,

In order to exercise these rights, please contact J.W. Construction Holding S.A. or the personal data protection inspector in a way which is described in point 2 or point 3.

- To submit a complaint to the supervisory body which deals with the protection of personal data, which is the General Inspector for Personal Data Protection (address: ul. Stawki 2, 00-193 Warszawa)
8. Providing the data is voluntary, but necessary to conclude and execute the agreement which connects us.
9. . Our site automatically collects only information contained in cookie files. The website operator informs that cookies files (so-called "cookies") are IT data especially in text files



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that are stored in the Website User's end device. Cookies usually contain the name of the website from which they come, the time of their storage on the end device and a unique number. Cookies are used in order to:

- adjust the content of the Website pages to user preferences and optimize the use of websites; in particular, these files make it possible to recognize the service user's device and properly display the website, adapted to the user's individual needs;
- create statistics that help to understand how the users use a given website, which makes it possible to improve their structure and content;
- maintain the user's session;

Our website uses the following types of cookies:

- "Necessary" cookies, which make it possible to use the services available on our website, e.g. authentication cookies used for services that require authentication; cookies used for ensuring security, e.g. for detection of abuses in the scope of authentication;
- "Performance" cookies, which enable the collection of information regarding the way of using the pages within our website;
- "Functional" cookies, which make it possible to "remember" the settings selected by the User and personalize the User interface, e.g. the selected language or region the user comes from, the font size, the appearance of the website etc.;
- "Advertising" cookies, which enable the delivery of advertising content more adapted to the user's interests.

By default, web browsers (software of the website user) allow storage of cookies on the end device. The Website User can always change the web browser settings which manage the usage of cookies. Restrictions on the usage of cookies may affect Website functionality. Cookies stored on the user's end device may also be used by advertisers and partners cooperating with the website operator. The website operator informs that the entity responsible for placing cookies on the user's end device, which at the same time has access to these cookies, is the Website operator: J.W. Construction Holding S.A., ul. Radzywińska 326, 05-091 Ząbki. The website operator informs that information on the methods of handling cookies is available in software (web browser) settings. The website operator informs that more information about cookie files is available in the "help" section in the web browser menu.

The Hotel Management
We wish all our Guests a pleasant stay in our Hotel.