

APPROVED BY  
Order No. A-154 of the Rector of  
Kaunas University of Technology  
of 12 March 2019

**PRIVACY POLICY OF THE RESERVATION SYSTEM OF THE HOLIDAY HOME  
"POLITECHNIKA" AND RECREATION CENTRES "PREILA" AND "ŠLAVANTĒLIS"  
OF KAUNAS UNIVERSITY OF TECHNOLOGY**

**CHAPTER I  
GENERAL PROVISIONS**

1. The objective of the privacy policy of the reservation system (hereinafter – Privacy Policy) of the holiday home "Politechnika" and recreation centres "Preila" and "Šlavantėlis" of Kaunas University of Technology (hereinafter – University) is to guarantee the right to privacy to all the visitors of the holiday home and recreation centres (hereinafter – Customers) and to ensure the protection of their personal data, as well as guarantee their rights, as data subjects.
2. The Privacy Policy regulates the main principles and procedures of the collection, processing and storage of the data of the Customers of the University's holiday home and recreation centres.
3. When ordering the services provided by the University's holiday home "Politechnika" and/or recreation centres "Preila" and/or "Šlavantėlis" and providing their personal data to the University, the Customers read this Privacy Policy and agree – tick the statement "I have read and agree with the Privacy Policy" in the internet reservation system (hereinafter – System) – with the provisions of the Privacy Policy (except for the purposes of data processing which require an individual agreement by the Customers).
4. The Customer is provided with a possibility to order the services only when the Customer confirms that he/she has read this Privacy Policy and internal rules of procedure of the holiday home and recreation centres.
5. While processing personal data of the Customers, the University complies with the provisions of the European Union General Regulation on Data Protection (hereinafter – GDPR).
6. The University has a right to amend and/or supplement the Privacy Policy at any time.

**CHAPTER II  
PROTECTION AND PROCESSING OF PERSONAL DATA**

7. The personal data of the Customers collected by the University (Customer have to specify his/her personal data in the respective fields of the System before submitting the order):
  - 7.1. Name, surname;
  - 7.2. Address of the place of residence;
  - 7.3. Telephone number;
  - 7.4. Email address;
  - 7.5. To indicate whether he/she is a member of the University's community.
8. The personal data of the University's Customers are collected and stored for the following purposes:

<b>Purpose of the data collection</b>	<b>Collected data</b>	<b>Period of the data storage</b>	<b>Legal framework of the data collection</b>
<b>Identification of the person who ordered the services</b>	Name, surname, email	1 year	Implementation of the contract (GDPR 6 (1) b.).
<b>Performance of the reservation of the services</b>	Name, surname, email, telephone No.	1 year	Implementation of the contract (GDPR 6 (1) b.).
<b>Performance of the service contract</b>	Recreation centre, date of the vacation, number of the booked rooms, numbers of the booked rooms, number of the booked places, price of the reservation	1 year	Implementation of the contract (GDPR 6 (1) b.).
<b>Contact with the person</b>	telephone number, email address	1 year	Implementation of the contract (GDPR 6 (1) b.).
<b>Identification of loyal customers</b>	Email address	3 calendar year	Implementation of the contract (GDPR 6 (1) b.).
<b>Processing of the accounting documents related to the ordering of the services (issuing of the down payment invoices, tax invoices)</b>	Name, surname, address, email address, tel. No., price	10 years	Legal obligation (GDPR 6 (1) c.).
<b>Performance of the annual survey</b>	Email address, Customer's reservation history	1 calendar year	Agreement (GDPR 6 (1) a.).

9. The following technological service partners of the University can receive the data of the Customers:

9.1. UAB SONARO – performs maintenance of the reservation system;

9.2. QUALTRICS – organisers of the surveys.

### **CHAPTER III RIGHTS AND OBLIGATIONS OF THE CUSTOMERS**

10. The Customer confirms that he/she has read the Privacy Policy of personal data and has the following rights:

10.1. To get acquainted with his/her personal data and demand to correct the incorrect and/or inaccurate personal data;

10.2. To prohibit the collection and processing of personal data at any time, except for the cases when it is required in order to comply with the requirements deriving from the service contract or when the contract has already been executed and data protection is mandatory under the law of the Republic of Lithuania.

11. The Customer agrees and undertakes with regards to all his/her requests related to the processing of personal data: to demand the correction of personal data, to terminate the actions of the processing of personal data, to refuse for his/her personal data to be used in the loyalty system or for marketing purposes, to submit a signed free-format request to the University by email [privacy@ktu.lt](mailto:privacy@ktu.lt), by sending this request from his/her email address provided during the reservation of the University's

recreation centre. The Customer has to specify "Processing of personal data" in the subject field of the email.

12. If Customers have objections or complaints with regards to the processing of their personal data, they have a right to submit a complaint to the State Data Protection Inspectorate, J. Juozapavičiaus str. 6, 09310 Vilnius, tel. (8 5) 271 2804, 279 1445, fax (8 5) 261 9494, email [ada@ada.lt](mailto:ada@ada.lt).

#### **CHAPTER IV FINAL PROVISIONS**

13. All disagreements arising between the Customer and the University with regards to the implementation of the Privacy Policy are settled through negotiations. In case of failure to reach agreement, the disagreements are settled under the procedure established by the legislation of the Republic of Lithuania.

14. The Privacy Policy can be amended, supplemented or repealed by the order of the University's Rector.