

HOTEL SCHOOL

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VIESNĪCU BIZNESĀ KOLEDŽĀ

„HOTEL SCHOOL” Viesnīcu biznesa koledža, SIA
Reģ. Nr.: 40103277684, Adrese: Smilšu iela 3, Rīga, LV-1050, Latvija
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Rīga

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Responsible person:
J. Pasnaka, chairman of the board

PRIVACY POLICY

1. The Controller

1.1. The Controller of personal data processing is “HOTEL SCHOOL” Hotel Management College Ltd. (hereinafter – HOTEL SCHOOL), registration number: 40103277684, legal address: 3rd Smilšu str., Rīga, LV-1050, Latvia, telephone number: (+371) 67213037, e-mail address: info@hotelschool.lv.

2. General provisions

- 2.1. The purpose of the privacy policy is to provide a natural person - data subject with information about the purposes and legal basis of personal data processing, in which cases data is disclosed, data storage terms and data protection. Detailed information on the processing of personal data can also be specified in contracts and internal regulations of HOTEL SCHOOL.
- 2.2. HOTEL SCHOOL, when processing personal data of data subjects, fully complies with the applicable laws and regulations, including Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter the Regulation)
- 2.3. HOTEL SCHOOL ensures the confidentiality of personal data and has implemented appropriate technical and organizational measures to protect personal data from unauthorized access, illegal processing or disclosure, accidental loss, alteration or destruction.

3. Categories of personal data

- 3.1. HOTEL SCHOOL processes personal data of data subjects only to the minimum necessary extent.
- 3.2. Personal data may be collected from the data subject himself or from databases and registries (e.g. VIIS) or third parties such as foreign agents.

- 3.3. Personas datu kategorijas, kuras HOTEL SCHOOL lielākoties, bet ne tikai, vāc un apstrādā, ir:
- 3.3.1. identification data - for example, name, surname, personal identification number, date of birth, data from a personal identification document (passport or ID card), photo;
 - 3.3.2. contact information - such as address, phone number, email address;
 - 3.3.3. professional data – for example, position, workplace;
 - 3.3.4. data on education and skills – for example, duration of education, educational institution, educational program, received evaluations, attendance, language proficiency data;
 - 3.3.5. data on work experience - for example, data included in CVs and motivation letters, data on occupation;
 - 3.3.6. data on employment legal relations and wages - for example, information on the employment contract and its amendments, data on sick leaves and vacations, data on calculated and paid wages;
 - 3.3.7. social data – for example, data on gender, age group, citizenship, employment, data on the status of a low-income, poor person;
 - 3.3.8. special categories of personal data – for example, data on health, type of disability, nationality;
 - 3.3.9. financial data – for example, bank account details, study and tuition fees, scholarships, rewards, compensation and other payment data;
 - 3.3.10. data related to participation in events or projects - for example, data on participation in seminars, conferences, summer schools, projects, events, photo and video materials, stories of experience;
 - 3.3.11. data regarding visits to HOTEL SCHOOL websites (www.hotelschool.lv and www.e-hotelschool.lv), such as data flows and any other communication information, technical information, including cookies (see Cookie Policy);
 - 3.3.12. satisfaction data, such as responses to survey questions;
 - 3.3.13. photos, videos, as well as voice recordings taken on the premises of the HOTEL SCHOOL or at events organized by it outside the premises of the HOTEL SCHOOL.

4. Purposes and legal basis of personal data processing

- 4.1.1. HOTEL SCHOOL data processing purposes are legal and related to the operation of the educational institution:
- 4.1.2. personnel management: personnel selection, recruitment, conclusion of employment contracts and compliance with labor rights;
- 4.1.3. financial and accounting management: access to information on employee accounts for the purpose of salary payment, access to information on students' / learners' accounts for the purpose of returning study / tuition fees;
- 4.1.4. ensuring the admission and study process: personal data for concluding study/teaching/internship contracts, registering students/learners at VIIS, managing the personal affairs of students/learners, drawing up invitations for requesting, registering and extending a residence permit for applicants from abroad;
- 4.1.5. marketing and building customer relations: contact information of potential applicants, students / trainees and graduates for promotion of studies / trainings, seminars and conferences offered by HOTEL SCHOOL;
- 4.1.6. collection of statistical data on the employment of graduates for the purpose of self-assessment of the educational institution's performance quality;

- 4.1.7.ensuring security in premises and property protection: in the form of video surveillance;
- 4.1.8.Implementation and monitoring of projects financed by the European Union and Regional funds: personal data for determining the appropriateness of the project's target audience, concluding grants / training / internship contracts, purchasing mobility-related services (for example, purchasing air tickets or insurance policies, etc.) mobility of students / trainees / staff for registration in the Beneficiary Module system maintained by the European Commission or in the database of the Society Integration Fund, or in other fund IT systems according to the project requirements, for the preparation of mobility certificates, for the attendance records of project results dissemination events (for example, lists of participants of seminars and conferences and signature sheets, etc.);
- 4.1.9.provision of library services: maintenance of the electronic catalog of library collections, access to digital books for study and research purposes.
- 4.2. The processing of personal data in HOTEL SCHOOL is permitted only if not otherwise stipulated in regulatory acts and if at least one of the following conditions is met:
 - 4.2.1.consent of the subject of personal data has been received;
 - 4.2.2.data processing results from the data subject's contractual obligations or, following the data subject's request, data processing is necessary to conclude a relevant contract;
 - 4.2.3.data processing is necessary for the performance of the functions of HOTEL SCHOOL prescribed by law;
 - 4.2.4.to protect the vital interests of the data subject or other natural person.

5. Recipients of personal data

- 5.1. HOTEL SCHOOL may transfer personal data to recipients of personal data in accordance with the personal data processing agreement, as well as to other recipients if there is a legal basis for this.
- 5.2. When transferring personal data, HOTEL SCHOOL takes the necessary measures to ensure that such personal data Recipients of personal data process personal data in accordance with HOTEL SCHOOL's instructions and in accordance with applicable laws and regulations, incl. Regulation, and requires the implementation of appropriate security measures.
- 5.3. Personal data may be transferred to the following recipients, for example:
 - 5.3.1.law enforcement authorities;
 - 5.3.2.the Ministry of Education and Science;
 - 5.3.3.Quality Agency for Higher Education;
 - 5.3.4.Academic Information Center;
 - 5.3.5.State Education Quality Service;
 - 5.3.6.National Center for Educational;
 - 5.3.7.State Education Development Agency;
 - 5.3.8.State Revenue Service;
 - 5.3.9.State employment agency;
 - 5.3.10. auditors, legal service providers, postal service providers, HOTEL SCHOOL cooperation partners involved in the performance of HOTEL SCHOOL functions and other cooperation partners who are personal data processors;
 - 5.3.11. to service providers who monitor web traffic as well as maintain HOTEL SCHOOL websites;

5.3.12. 5.3.12. To the European Commission (Directorate General for Education, Youth, Sports and Culture);

5.3.13. Ministry of Culture;

5.3.14. Society Integration Foundation.

6. Geographical territory of personal data processing

6.1. Personal data is processed in the European Union/European Economic Area (EU/EEA).

7. Glabāšanas periods

7.1. HOTEL SCHOOL processes and stores personal data only as long as necessary for the purpose of data processing. The storage period may be determined in external or internal regulatory acts that regulate the educational process, regulatory acts that regulate accounting, laws that determine statutes of limitations for claims, etc. As the processing purposes may differ for different personal data, the actual data storage period may also vary.

8. Rights of the data subject

8.1.1. Rights of the data subject:

8.1.1.1. the data subject has the following rights regarding the processing of his personal data, which he can exercise by submitting an application to the director of HOTEL SCHOOL:

8.1.1.2. to obtain all information collected about him in the HOTEL SCHOOL personal data processing system, unless the disclosure of this information is prohibited by law;

8.1.1.3. to obtain information about those natural and legal persons who have received information about this data subject;

8.1.1.4. request that his personal data be supplemented or corrected.

9. Other terms

9.1. HOTEL SCHOOL is entitled to make changes or additions to this privacy policy by publishing the current version of the privacy policy on the HOTEL SCHOOL websites (www.hotelschool.lv and www.e-hotelschool.lv).