

## Personal Data Protection Notice

This notice is published under the terms of the General Regulation on Data Protection (GRDP) and ancillary legislation, the personal data requested being necessary for the instruction of the processes of accommodation reservations and other services provided by the Youth Hostels from Madeira's Autonomous Region (YHMAR).

**Purpose:** Management of accommodation reservation processes, namely registration, confirmation, requests for support, requests for cancellation or change of reservation, terms of authorization, terms of responsibility, statistical processing, payment of fees, issuing invoices, receipts and accommodation declarations, reporting to the competent authorities in terms of security, health, civil protection and Agency for Immigration, Migration and Asylum (AIMA) - Borders and Foreigners Coordination Unit (BFCU), when applicable.

**Legal basis:** Contractual basis and pre-contractual steps (cf. Article 6(1)(b) of the GRPD).

**Recipients:** Personal data will be communicated to public entities with competence in processing the payment of fees or the respective non-compliance, to entities indispensable for the purposes of security, health, civil protection and Borders and Foreigners Coordination, when applicable, as well as entities receiving statements requested by users.

**Data retention period:** The collected information will be kept for a period of 10 years or until the purpose is exhausted.

**Data Protection Officer:** For complaints or additional clarification of questions regarding the protection of your personal data, you may use the following contacts: Regional Office for Digital Compliance, Data Protection and Cybersecurity - GCPD | 291 145 175 | Regional Government Palace, Avenida Zarco, 9004-527 Funchal | [gcpd.geral@madeira.gov.pt](mailto:gcpd.geral@madeira.gov.pt).

**Rights of holders:** Data holders have the right to request access, rectification, erasure, limitation of treatment and portability of data concerning them, under the terms stipulated by the General Regulation on Data Protection (GRDP). Additionally, you may file a complaint with the National Data Protection Commission (NDPC).

**Responsible for processing:** Regional Directorate for Youth: [rgpd.drj@madeira.gov.pt](mailto:rgpd.drj@madeira.gov.pt) or, alternatively, at Rua dos Netos, n.º 46 – 9000-084 Funchal.