



First and  
last name:

Name of  
company:

Address:

NIP:

Remarks  
to invoice:

I attach to this request the original  
copy of the receipt:

Space for the receipt

I confirm that the applicant read the "INFORMATION CLAUSE  
FOR PROCESSING OF PERSONAL DATA IN ACCORDANCE WITH  
Art. 14 OF THE GDPR", included on page 3 of this request.

Date, stamp and signature of the Buyer <sup>1</sup>

<sup>1</sup> If the applicant is a natural person, this signature confirms that the applicant read the "INFORMATION CLAUSE FOR PROCESSING OF PERSONAL DATA IN ACCORDANCE WITH ART. 13 OF THE GDPR", included on page 2 of this request.



## INFORMATION CLAUSE FOR PROCESSING OF PERSONAL DATA IN ACCORDANCE WITH ART. 13 OF THE GDPR

- Data Administrator:** The administrator of your personal data is 'Polish Airports' State Enterprise, seated in Warsaw (00-906), at Żwirki i Wigury 1, e-mail [kontakt@ppl.pl](mailto:kontakt@ppl.pl), phone: 22 650 11 11 [www.polish-airports.com](http://www.polish-airports.com) (hereinafter: "we" or "PPL").
- Personal Data Protection Officer:** Contact details of the personal data protection officer: e-mail [IODO@ppl.pl](mailto:IODO@ppl.pl), phone: 22 650 30 47.
- Purpose and basis of processing:** Your personal data will be processed for the purpose of:
  - provision of non-aviation services – pursuant to Article 6 par. 1 letter b) of 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 (General Data Protection Regulation) (hereinafter: the GDPR).
  - pursuing claims or protecting our rights in accordance with Article 6 par. 1 letter f) of the GDPR, which constitutes our, so called, legitimate interest, involving pursuing claims and protecting our rights.
- Data recipients:** Your data may be disclosed to agencies authorised to control PPL activities, including the Civil Aviation Authority, Social Insurance Company (ZUS), the Tax Office, the Border Guard, advisers, external consultants (legal, tax, financial advisers).
- Data retention period:** Your personal data will be stored for a period of 5 years calculated from the agreement termination date. Data processed for the purpose of pursuing claims (eg. in court proceedings) will be stored until the claims fall under the statute of limitations, as specified in the provisions of the civil code.
- Your rights:** You have the right to access the content of your data, the right to correct or delete it, limit its processing and the right to demand the transfer of data. You also have the right to object to your data being processed based on our legitimate interest. You can exercise your rights by contacting the personal data protection officer, sending a letter to our seat's address or using the contact form available at our website. Should you determine that processing personal data violates the provisions of the GDPR, you also have the right to file a complaint with the President of the Personal Data Protection Office.
- Voluntary/mandatory provision of data:** Provision of data is necessary to conclude the agreement; should you choose not to provide data, the agreement will not be concluded and executed.



## INFORMATION CLAUSE FOR PROCESSING OF PERSONAL DATA IN ACCORDANCE WITH ART. 14 OF THE GDPR

1. **Data Administrator:** The administrator of your personal data is 'Polish Airports' State Enterprise, seated in Warsaw (00-906), at Żwirki i Wigury 1, e-mail [kontakt@ppl.pl](mailto:kontakt@ppl.pl), phone: 22 650 11 11, [www.polish-airports.com](http://www.polish-airports.com) (hereinafter: "we" or "PPL").
2. **Personal Data Protection Officer:** Contact details of the personal data protection officer: e-mail [IODO@ppl.pl](mailto:IODO@ppl.pl), phone: 22 650 30 47.
3. **Purpose and basis of processing:** Your personal data will be processed for the purpose of:
  - a) execution of the agreement concerning the provision of non-aviation services – pursuant to Article 6 par. 1 letter b) of 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 (General Data Protection Regulation) (hereinafter: the GDPR).
  - b) execution of our, so called, legitimate interest, consisting in providing Fast Track service at Warsaw Chopin Airport in accordance with Article 6 par. 1 letter f) of the GDPR.
4. **We process the following categories of your personal data:** first and last name, name and contact details of the entity ordering the service.
5. **Data recipients:** Your data may be disclosed to agencies authorised to control PPL activities, including the Civil Aviation Authority, Social Insurance Company (ZUS), the Tax Office, the Border Guard, advisers, external consultants (legal, tax, financial advisers).
6. **Data retention period:** Your personal data will be stored for a period of 5 years calculated from the agreement termination date.
7. **Your rights:** You have the right to access the content of your data, the right to correct or delete it, limit its processing and the right to demand the transfer of data. You also have the right to object to your data being processed based on our legitimate interest. You can exercise your rights by contacting the personal data protection officer, sending a letter to our seat's address or using the contact form available at our website. Should you determine that processing personal data violates the provisions of the GDPR, you also have the right to file a complaint with the President of the Personal Data Protection Office.
8. **Source of data:** Your data have been provided to us by the below entity:
  - a) name of entity: \_\_\_\_\_
  - b) Address data: \_\_\_\_\_