



## DATA CONCERNING VIP PASSENGER'S STAY AT THE VIP LINE ZONE

Full name and position of the arriving/departing passenger:

Name and ID number of the person seeing off/meeting the passenger:

Date and time of departure/arrival<sup>1</sup>:

Flight number and route (departure/arrival<sup>1</sup>):

Plate number(s) of vehicle(s) in which the passengers will be travelling to/from the airport:

Full name and phone number of contact person:

E-mail address of the person requesting the service:

## DATA FOR ISSUING A VAT INVOICE

Full name of customer:

Current address of customer:

Customer's NIP:

„Pursuant to the provisions of the personal data protection act of 29 August 1997 (Journal of Laws of 2002, No 101, item 926 as amended), the administrator of applicants' personal data is 'Polish Airports' State Enterprise seated in Warsaw, Żwirki i Wigury 1, 00-906 Warsaw. Personal details will be processed for purposes related to keeping a record of guests. If necessary, data can be provided to legally authorised bodies. A person whom the data concerns has the right to access his or her own data and correct it. Provision of data is not obligatory, but necessary for fulfilment of the a/m purposes.”

If a person submitting the request is ordering a VIP Line service on behalf of third parties, such person is required to notify those parties.

## BOOKING CONFIRMATION

I hereby confirm that I have read the document: "The rules of use of the VIP Line Zone at Warsaw Chopin Airport for individual clients", I accept it and declare that I am entitled to assume liabilities covering this booking.

Date, stamp and signature of the Person ordering the VIP Line service

## BOOKING SUBMISSION

The booking form must be submitted to [vip@lotnisko-chopina.pl](mailto:vip@lotnisko-chopina.pl) between 5.00 – 23.00, at least 4 hours before the planned flight (departure/arrival).

Phone: + 48 22 650-45-65

<sup>1</sup> delete as appropriate



## **INFORMATION CLAUSE FOR THE PERSON REQUESTING THE SERVICE IN ACCORDANCE WITH ARTICLE 13 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@polish-airports.com](mailto:kontakt@polish-airports.com), phone: 22 650 11 11 (hereinafter: "we" or "PPL").
2. Personal Data Protection Officer: Contact details of the personal data protection officer: e-mail [IODO@polish-airports.com](mailto:IODO@polish-airports.com), phone: 22 650 30 47.
3. Your personal data will be processed for the purpose of:
  - a) Conclusion and execution of the agreement concerning provision of VIP Line 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) in case of potential disputes we can also process your personal data for the purpose of 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.
4. 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).
5. 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.
6. 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.
7. Provision of data is necessary to conclude the agreement; should you choose not to provide data, the agreement will not be concluded and executed.

## **THE PERSON REQUESTING THE SERVICE UNDERTAKES TO PRESENT VIP PASSENGERS AND METTERS AND GREETERS AND SEEING OFF PERSONS WITH THE FOLLOWING INFORMATION CLAUSE:**

### **INFORMATION CLAUSE FOR VIP PASSENGERS/MEETERS AND GREETERS AND SEEING OFF PERSONS IN ACCORDANCE WITH ARTICLE 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@polish-airports.com](mailto:kontakt@polish-airports.com), phone: 22 650 11 11 (hereinafter: "we" or "PPL").



2. Personal Data Protection Officer: Contact details of the personal data protection officer: e-mail [IODO@polish-airports.com](mailto:IODO@polish-airports.com), phone: 22 650 30 47.
3. Your personal data will be processed for the purpose of:
  - a) execution of the agreement concerning provision of VIP Line 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) issuance of a single-entry personal pass, as required by the law pursuant to Article 6 par. 1 letter c) of the GDPR in connection with Articles 80, 186b and 188d of the Aviation law act of 3 July 2002
  - c) fulfilment of our, so called, legitimate interest consisting in enabling you to use the VIP Line Zone at Warsaw Chopin Airport based on 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, data from the personal ID document.
5. 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. Your personal data will be stored for a period of 5 years calculated from the agreement termination date.
7. 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:

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b) phone and address  
data:

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