

**INFORMATION CLAUSE  
RELATING TO THE PROCESSING OF PERSONAL DATA BY LS AIRPORT SERVICES S.A.**

In accordance with the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of natural persons in regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46 /EC (Official Journal of the European Union L. 2016.119.1), General Data Protection Regulation, hereinafter referred to as "GDPR", we inform that:

**1. Administrator of personal data**

The controller of your personal data is LS Airport Services S.A. with headquarters in Warsaw (02-159), at 2b J. Gordon Bennett Street, entered in the register of entrepreneurs kept by the District Court for the Capital City of Warsaw in Warsaw, XIV<sup>th</sup> Commercial Division of the National Court Register under number 0000355602, share capital in the amount of: PLN 40,440,020.00 (paid in full), NIP: 5222949523 (hereinafter: the "**Company**").

**2. Data Protection Officer**

If you have any questions, please contact the Company's Data Protection Officer via the e-mail address: [iod@lsas.aero](mailto:iod@lsas.aero) or the correspondence address: LS Airport Services S.A., Data Protection Officer, 2b J. Gordon Bennett Street, 02-159 Warsaw.

**3. Purposes and lawful basis for processing**

The Company will process your data:

1) in order to take actions related to the conclusion and implementation of the Agreement concluded with the entity on behalf of which you are acting (hereinafter: the "**Agreement**") including, among others: exchange of correspondence and information, maintaining contact, handling ongoing arrangements and verification of data of persons involved in the signing and implementation of the Agreement – for the purposes resulting from the legitimate interests pursued by the Company, in accordance with art. 6 (1) (f) of the GDPR (and in the case of Agreements concluded with persons running a sole proprietorship, or in the case of establishing cooperation based on a civil law contract - the above purposes will be implemented on the basis of Article 6 (1) (b) of the GDPR);

2) for archival (evidence) purposes to secure information in the event of a legal need to prove facts, in accordance with art. 6 (1) (f) of the GDPR;

3) in order to possibly establish, investigate or defend against claims, in accordance with art. 6 (1) (f) of the GDPR;

4) for purposes related to the implementation by the Company of obligations under the law, in accordance with art. 6 sec. 6 (1) (c) of the GDPR : e.g. from the provisions of tax law and accounting regulations.

**4. Retention periods**

Your personal data will be processed for the duration of the Agreement and for the period in which claims related to this Agreement may be disclosed, taking into account the periods of limitation of claims specified in generally applicable law.

**5. Categories of personal data**

The Company processes your personal data in the following scope: name, surname, position, name of the represented entity (applies to persons designated for representation); and name, surname, position, name of the entity on behalf of which you are acting, e-mail address, telephone number (applies to employees / contact persons during the performance of the Agreement).

**6. Source of personal data**

If the data is not obtained directly from you, the source of your data is the entity on behalf of which you act.

In addition, personal data of persons appointed for representation may come from publicly available sources (e.g. relevant registers).

**7. Recipients of personal data**

Your personal data may be made available to entities authorized under the provisions of law, employees / associates of the Company, as well as entities to which the Company entrusted data processing on the basis of Data Processing Agreement, such as suppliers of IT systems and IT services, entities providing legal services - to the extent of as necessary for the provision of these services.

**8. Rights of data subjects**

According to the GDPR, you are entitled to:

- 1) the right to request the Company to access personal data and receive a copy of it, in accordance with art. 15 GDPR,
- 2) the right to request the rectification (correction) of personal data in the cases referred to in art. 16 GDPR,
- 3) the right to request the deletion of personal data in the cases specified in art. 17 GDPR,
- 4) the right to request the restriction of the processing of personal data in the cases specified in art. 18 GDPR,
- 5) the right to object to the processing of your personal data in the cases specified in art. 21 GDPR, and
- 6) the right to lodge a complaint to the President of the Personal Data Protection Office, if you feel that the processing of personal data violates the provisions of the GDPR.

**9. Provision of personal data**

The provision of the personal data is voluntary, yet necessary for conclusion of the Agreement.

**10. Automated decision making**

Your data collected for the purpose of implementing the Agreement will not be subject to automated decision making in accordance with art. 22 GDPR, including profiling.