

## BOARDROOM - CONFERENCE ROOM, VIP Terminal Booking form



Please fill out and send this form to:  
f: +48 12 639 34 15  
e: [business@krakowairport.pl](mailto:business@krakowairport.pl)

Rental date  Rental times  No. of attendees

Preferred room configuration  O-shaped  Workshop  Extra catering service YES  NO

METHOD OF PAYMENT /PREPAYMENT/  Online payment (payment card, bank transfer from a Polish bank, BLIK transfer)  Bank transfer (regular bank transfer)  Cash (on the spot, min 24h prior the service)  Payment card (on the spot, min 24h prior the service)

### DETAILS FOR VAT INVOICE

Full name

Address

NIP (taxpayer's ID number)

Address for correspondence

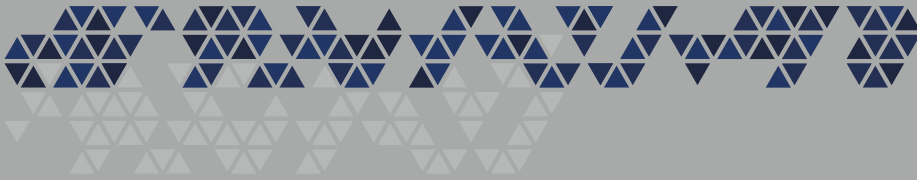
Remarks on the invoice

Name of the contact person

Phone

Name of the person filling out the form

Phone



## INFORMATION CLAUSE ON THE PROCESSING OF PERSONAL DATA

Pursuant to Article the 13 and 14 of the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing of Directive 95/46/EC (General Data Protection Regulation) (OJ of the EU L 119, p. 1) – hereinafter referred to as “GDPR”, please be informed as follows:

### I. Personal Data Controller.

The controller of your personal data is the company Międzynarodowy Port Lotniczy im. Jana Pawła II Kraków-Balice sp. z o.o. with registered office in Balice at the address: 32-083 Balice, ul. Kpt. M. Medweckiego 1, entered in the register of entrepreneurs kept by the District Court for Kraków-Śródmieście in Kraków, XII Commercial Division of the National Court Register, under KRS number: 0000008522, NIP (tax payer's ID number): 6761336952, State Statistical Number (REGON): 351117055, BDO: 000013381 (also: „MPL” or „Kraków Airport”).

### II. Data Protection Officer.

Data Protection Officer can be contacted regarding the protection of personal data and the enforcement of related rights via e-mail, to the following e-mail address: iod@krakowairport.pl, via phone: +48 12 639 37 28, or in writing to the address of our registered office indicated under Article I.

### III. Purposes and Grounds of Processing.

Personal data is processed:

- a) for the purpose of providing the service to the person who is the subject of personal data, to an extent not broader than: the name and surname of the person making the application indicated in this form, telephone number, e-mail address, identity document number, adequately and appropriately to the type of service, pursuant to Article 6(1)(b) of the GDPR;
- b) for the purpose of providing the service, including the necessary cooperation in this matter with persons using the service, to an extent not broader than: name and surname: of the person making the application, persons using the service, contact persons, persons greeting and saying goodbye, drivers; telephone numbers, e-mail addresses, number of the identity document of all these persons, as indicated in this form or on a list attached to this form, adequately and appropriately for the type of service, which is the legitimate interest of the Data Controller, in accordance with Article 6(1)(f) of the GDPR;
- c) for the purpose of fulfilling the legal obligation regarding activities related to the issuance of a document confirming payment, to an extent not broader than: name and surname, address, NIP number, correspondence address, in accordance with Article 6(1)(c) of the GDPR and in accordance with the Act of 11 March 2004 on the tax on goods and services (i.e. Journal of Laws of 2021, item 685, as amended).

### IV. Categories of data we process.

We will process data categories to the extent specified in Article III.

### V. Data source information.

We obtained personal data from the person making the application.

### VI. Transmitting data to third countries or international organisations.

Data will not be transmitted outside the territory of the Republic of Poland/EU/European Economic Area.

### VII. Data retention period.

We store personal data until the end of the limitation period for potential claims resulting from the service provided and for archival purposes, but not longer than for a period of 13 years, in accordance with the law.

### VIII. Information on required/voluntary data submission.

Providing personal data for the purposes specified in Article III (a), (b) is a condition for the provision of the service provided. Failure to provide personal data will prevent the implementation of the activities specified in Article III (a) and (b).

Provision of personal data for the purposes specified in Article III (c) is a statutory requirement. Failure to provide personal data will prevent the implementation of the activities specified in Article III ©.

### IX. Data recipients.

Personal data may be disclosed to competent authorities (including: Border Guards, Customs Service) or third parties who request such information, only within the limits of applicable law, and to establish, pursue or defend claims.

### X. Your rights.

- a) the right to access your data and receive a copy thereof;
- b) the right to rectify (amend) your data;
- c) the right to delete or restrict the processing of data;
- d) the right to object to data processing;
- e) the right to transfer data;
- f) the right to lodge a complaint with the supervisory authority in charge of personal data protection.

### XI. Automated decision-making.

Your data will not be used in automated decision-making processes (including profiling).

I hereby confirm I have read the information clause regarding the processing of Personal Data included in this form and I undertake to inform the persons using the service and other persons indicated in this form about its content.

I hereby accept the "Terms of Use of the Boardroom - Conference Room", VIP Terminal at Kraków Airport available on [www.krakowairport.pl](http://www.krakowairport.pl).

Date and signature