

## **Information regarding the processing of personal data**

Personal data are processed in accordance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council 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 the repeal of Directive 95/46/EC (GDPR).

### **Who is the data controller**

Please note that the Administrator of your personal data is the Management Board of the Szczecin and Świnoujście Seaports Authority with its registered office in Szczecin, Bytomska Str 7, hereinafter referred to as "The Administrator".

### **Data Protection Officer**

The Administrator has appointed a Data Protection Officer (DPO) who can be contacted at the following e-mail address: [iod@port.szczecin.pl](mailto:iod@port.szczecin.pl), in all matters concerning your personal data.

### **Purposes and legal basis for data processing**

- your personal data will be processed on the basis of the legitimate interest of the Administrator (Art. 6 p. 1 f GDPR), in particular for the purpose of establishing and maintaining business relations in the course of the business (m.in. exchange of correspondence, answers to questions related to the offer, etc.).

### **Data retention period**

- Your personal data will be processed during the period of maintenance of the current relationship, and after the termination of these relationships, for a period of 12 months.

### **Recipients of data**

Your personal data may be transferred to:

- a) Data processing departments who are involved in the performance of our activities on our behalf:
  - about using our IT systems or providing us with supporting IT tools, e.g. in the provision of IT services;
  - providing legal aid,
- b) Entities, institutions and authorities authorized to process this data on the basis of the law.

### **Your Rights**

You have the right to:

- request for access to your personal data;
- update of your personal data;
- make restrictions on the processing of personal data;
- delete your personal data;
- object to the processing of your personal data due to your particular situation;
- lodge a complaint to the supervisory authority - the President of the Office for Personal Data Protection, when you consider that the processing of personal data you violates the provisions of the GDPR (to the address of the Office for Personal Data Protection, Stawki Str. 2, 00-193 Warsaw).