

Information on personal data processing

Data controller:	The data controller of your personal data is LS Airport Services S.A. with its registered office in Warsaw at 2b, J. Gordona Bennetta St., KRS 0000355602, NIP: 5222949523, („LSAS”).
Data Protection Officer:	The Data Protection Officer is a person who you can contact regarding issues related to the protection of your personal data. Contact via email: iod@lsas.aero or in writing, to the address of our headquarters (indicated in the “Data controller” section).
The purposes and the legal grounds of processing:	<p>We process your personal data for the following purposes:</p> <ol style="list-style-type: none"> 1. Contact with you for the purpose of establishing a business relationship based on our legitimate interest, 2. performance rights and obligations under the business contract concluded with LSAS,, 3. contact with you, as a company representatives performing in contract, according to legitimate interests of data controller, 4. acting in performance rights and obligations under the business contract (archiving documents, statistical, analytical and reporting activities), according to legitimate interests of data controller, 5. accounting, bookkeeping, tax-related and other purposes, in connection with the performance of legal obligations of LSAS, according to legitimate interests of data controller, 6. undertaking activities relating to the performance of the business contract as a recovery of claims, according to legitimate interests of data controller.
Categories of recipients:	Your Personal Data can be transferred to or shared with: 1) entities related to LSAS, i.e. companies from the Polish Aviation Group capital group; 2) contractors providing selected services on behalf and for LSAS (bookkeeping services, legal services and IT services - to the extent that it is necessary to provide these services).
Retention period:	<ol style="list-style-type: none"> 1) to perform rights and obligations under the business contract – for the duration of the business contract and until the expiration of claims; 2) for statistical, analytical and reporting purposes: for the duration of the business contract and until the expiration of claims; 3) for archiving documents: : for the duration of the business contract and until the expiration of claims; 4) for accounting purposes: until the date of approval of the financial statements for the given financial year 5) for tax purposes: no longer than 5 years from the end of the calendar year, during which the tax obligation arose; 6) for bookkeeping - no longer than 5 years (legal obligation for bookkeeping).
Your rights:	<p>According to GDPR, you have the following rights relating to the processing of your personal data, exercised by contacting LSAS. via any means of communication:</p> <ol style="list-style-type: none"> 1) right of access to your personal data;

	<p>2) right to rectification of inaccurate personal data;</p> <p>3) right to erasure of your personal data; LSAS has the right to refuse erasing the personal data in specific circumstances provided by law;</p> <p>4) right to restriction of processing of your personal data;</p> <p>5) right to transmit your personal data;</p> <p>6) right to object to processing your personal data conducted based on legitimate interests, on grounds relating to your particular situation;</p> <p>7) right to lodge a complaint with a supervisory authority (the President of the Data Protection Office).</p>
Voluntary nature of data provision:	Providing your personal data is not obligatory, but necessary in order to perform the contract or undertake activities to conclude a contract and develop a business relation.
Profiling:	Your data will not be subject to automated decision-making, including profiling.