



PRIVACY AND COOKIES POLICY

The following Privacy Policy sets out the rules for the processing of personal data of visitors to the www.lsas.aero website and applies to the "cookies" of the Data Controller — LS Airport Services S.A. — used for the website (hereinafter referred to as "LSAS").

The processing of personal data is carried out 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 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).

The entity responsible for the implementation of this Privacy and Cookies Policy (hereinafter referred to as: "Policy") is LSAS.

I. ABOUT US

LSAS provides aircraft ground handling services at Warsaw's Chopin Airport, as well as at airports in Krakow, Katowice and Gdansk. We are the largest ground handling agent and the largest airline industry employer in Poland.

We offer services in the field of passenger and freight handling, baggage loading and unloading, coordination of cruise service, aircraft handling on the apron and aircraft de-icing. We also provide cargo shipment services and manage the LS Cargo Park complex on which the largest air cargo terminal in Poland is located.

II. DEFINITIONS

The phrases appearing in this Policy mean:

Site — website at www.lsas.aero.

Visitor — a person using the Site.

Personal Data — Visitors' data processed in connection with the use of the Site.

Processing — operations performed on Visitors' Personal Data such as collection, preservation, storage, development, modification, sharing, backup and other necessary for the use of the Site.

Cookies — short text files that store information on the hard drive of the computer used by the User.

GDPR — 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 (GDPR).

III. CONTROLLER OF PERSONAL DATA

The controller of your personal data is LS Airport Services S.A., based in Warsaw (02-159), at ul. J. Gordona Bennetta No. 2b, registered in the Register of Entrepreneurs kept by the District Court for the capital city of Warsaw, XIV Commercial Department of the National Court Register under the number 0000355602, share capital in the amount of: PLN 40,440,020.00 (paid in full), NIP: 5222949523.

IV. DATA PROTECTION OFFICER

LSAS has appointed a Data Protection Officer, who is Magdalena Krystyniecka-Konopczak, and a Deputy Data Protection Officer, who is Piotr Matuszewski. If you have any questions, please contact us via e-mail: iod@lsas.aero or mail address: LS Airport Services S.A., Data Protection Officer, ul. J. Gordona Bennetta No. 2b, 02-159 Warsaw.

V. CATEGORIES OF DATA PROCESSED

LSAS collects information such as:

1. Name and e-mail address — provided voluntarily by the Site Visitor in order to establish contact and handle an inquiry directed through the contact form and e-mail address indicated in the "contact" tab;
2. personal data included in the CV application sent via <https://praca.lsas.aero/>;

VI. PURPOSES AND GROUNDS FOR DATA PROCESSING

The personal data collected is used for the purpose of:

1. Provision of electronic services in terms of providing Visitors with access to the content collected on the Site;
2. keeping statistics on the use of the Site, improving and facilitating the use of the Site, and ensuring IT security;
3. responding to inquiries directed through the contact form indicated in the "contact" tab, e-mail address;
4. establishing, asserting or defending possible claims of LSAS in proceedings before courts and other state authorities related to the use of the Site;
5. building a positive image of LSAS in social media (e.g. youtube.com channel), organizing contests to promote LSAS and marketing our services.

The aforementioned activities are carried out on the basis of legitimate interests pursued by LSAS based on Article 6 (1) (f) of the GDPR.

Also, personal data sent in the form of CV applications via the <https://praca.lsas.aero/> tab are processed:

1. for the purpose of verifying applications — the legal basis for processing is your consent (Article 6(1)(a) of the GDPR and Article 9(2)(a) — where application documents contain data referred to in Article 9(1) of the GDPR);

2. to carry out the recruitment process for the position you are applying for — the legal basis is the necessity to take action before concluding a contract (Article 6(1)(b) of the GDPR);
3. for the purpose of future recruitment, provided you have given your consent to process your data for this purpose the legal basis for data processing will be your consent (Article 6(1)(a) of the GDPR);
4. For the purpose of legitimate interests pursued by the controller, e.g. defense against claims (6(1)(f) of the GDPR).

VII. ENTITIES INVOLVED IN DATA PROCESSING

Personal Data of Visitors may be transferred to the following entities:

1. to our service providers in connection with activities commissioned by the controller to be carried out on behalf of the controller; including, but not limited to, hosting services, services related to tracking, responding to, diagnosing and resolving security incidents on the Site, to analyze traffic on the Site and to analyze the effectiveness of marketing campaigns, and to the provider of the eRecruiter recruitment system (in the event you submit a CV application via the Site);
2. to LSAS employees;
3. to courier and postal companies;
4. to law firms contracted by the controller, for example, to conduct proceedings;
5. to entities or authorities authorized under the law

VIII. RETENTION PERIOD OF PERSONAL DATA

The period of data processing by LSAS depends on the purpose of processing the Personal Data. LSAS shall process and store Personal Data only for such period of time as is necessary to fulfill the purpose of storage or for as long as it is required to do so by law, taking into account the statutes of limitation applicable under generally applicable laws. As soon as the purpose is no longer applicable or has been fulfilled, the Personal Information will be deleted or re-anonymized appropriately so that you cannot be identified from it..

If you send your CV application via the tab <https://praca.lsas.aero/> Your data will be processed for the duration of the recruitment process and for a period of 1 month from the date of signing the contract with the selected candidate for the purpose of communicating the results of the recruitment to the other candidates and possible further correspondence on the matter. . If you have consented to the use of personal data for future recruitment purposes, the data will be used for these purposes for no longer than 12 months from the time LSAS receives the data from the candidate's recruitment application or until you withdraw your consent.

IX. RIGHTS OF PERSONS WHOSE DATA WE PROCESS

The Visitor in accordance with the provisions of the GDPR shall be entitled to:

1. the **right to request access to Personal Data** (including to obtain confirmation as to whether it is processed and to obtain information on, for example, the purposes, sources, categories of data processed or the period of storage), which also includes the right to receive a copy of your own data free of charge;
2. the **right to rectify personal data** (when it is incorrect), which also includes claiming the completion of incomplete personal data;
3. the **right to erasure of personal data** (so-called "right to be forgotten");
4. the **right to restrict processing** — a data subject has the right to request from the controller the restriction of processing in the following cases: (a) the data subject disputes the accuracy of the personal data — for a period of time allowing the controller to verify the accuracy of the data; (b) the processing is unlawful and the data subject objects to the erasure of the personal data, requesting instead the restriction of its use; (c) the controller no longer needs the personal data for the purposes of the processing, but the data are needed by the data subject to establish, assert or defend claims; (d) the data subject has objected to the processing;
5. the **right to object to processing** — the data subject has the right to object at any time — on grounds relating to his or her particular situation — to the processing of personal data concerning him or her.. The controller shall no longer be allowed to process such personal data unless the controller demonstrates the existence of valid legitimate grounds for the processing, overriding the interests, rights and freedoms of the data subject;
6. the **right to data portability** — the right to request that we directly transfer to you personal data belonging to you.. This provision applies to certain personal data where it is processed by automated means and with your consent or based on a contract you have entered into with us. Upon your request and as far as technically feasible, we may transfer your personal data to a third party of your choice;
7. the **right to revoke the consent** to the processing of data (whereby revocation of consent does not affect the lawfulness of the processing carried out on the basis of the consent given before its revocation);
8. the **right to lodge a complaint with the President of the Office for Personal Data Protection**, in the event that the processing of personal data violates the provisions of the GDPR;

The exercise of the indicated rights is carried out by notification sent to the e-mail address: iod@lsas.aero.

X. SECURITY OF PERSONAL DATA

We assure you that we make every effort to process your personal data with the utmost respect for your privacy and with the utmost care for the security of the personal data processed. In particular, we ensure that we have taken all measures prescribed by law to safeguard the data provided to us, including, in particular:

- a) we use appropriate technical and organizational measures to ensure the protection of the processed personal data to a degree that corresponds to the risk of violation of the rights and freedoms of data subjects;
- b) we implement the measures referred to in a) both in determining the means of processing (in the so-called "design phase") and at the time of the processing itself, taking into account: the state of the art, the cost of implementation as well as the nature, scope, context and purpose of the data processing;
- c) we process data in accordance with the principle of data protection by default;
- d) we safeguard data against accidental or unlawful destruction, loss, alteration, unauthorized disclosure or unauthorized access to personal information;

- e) we maintain legally required documentation, including appropriate data protection policies;
- f) only authorized persons are allowed to process data;
- g) we ensure that we have control over what personal information is provided to us, when it is provided to us and by whom it is provided.

XI. USE OF COOKIES

1. The LSAS website uses only the necessary cookies to enable the use of the services available on the website, such as enabling sessions, which remain on your device for as long as they have a set lifetime or until you delete them;.
2. Under www.lsas.aero links to other websites may appear. . Such websites operate independently and are not supervised by LSAS in any way. These sites may have their own privacy policies and regulations, with which we recommend that you familiarize yourself;

XII. FINAL INFORMATION

1. LSAS may amend this Privacy Policy as appropriate. The Policy was last updated on 2025 year .
2. The Site is not intended for children under the age of 16. LSAS bases its activities in this regard on the principle of not knowingly collecting or storing data on individuals under 16 years of age.