



**Międzynarodowy Port Lotniczy im. Jana Pawła II Kraków-Balice sp. z o.o.
Lost and Found Office Regulations**

*adopted by a resolution of the Management Board
of the company Międzynarodowy Port Lotniczy im. Jana Pawła II Kraków-Balice sp. z o.o.
No. 65 of Decembre 28th 2021*

§ 1

Wherever the following terms are referred to in these Regulations they shall have the following meanings:

- 1) **"Regulations"** - these Lost and Found Office regulations setting out the functioning of the Office, including the procedure to be followed with found property;
- 2) **"Office", "Lost and Found Office", "Kraków Airport Lost and Found Office"** - the Lost and Found Office run by the Customer Service and Customer Experience Department of the company Międzynarodowy Port Lotniczy im. Jana Pawła II Kraków-Balice sp. z o.o. with its seat in Balice at the address: ul. Kpt. M. Medweckiego 1, 32-038 Balice, entered into the register of entrepreneurs of the National Court Register under the KRS number: 0000008522 by the District Court for Kraków-Śródmieście in Kraków, 12th Commercial Division of the National Court Register under the KRS number: 0000008522, NIP [tax identification number]: 676-13-36-952, REGON [state statistical number]: 351117055, BDO: 000013381, with a share capital of PLN 101,232,000.00;
- 3) **"Kraków Airport"** - the Kraków-Balice airport entered into the register of civil airports kept by the President of the Civil Aviation Authority, managed by the company Międzynarodowy Port Lotniczy im. Jana Pawła II Kraków - Balice sp. z o.o.;
- 4) **"Staroste"** - the Staroste of Kraków;
- 5) **"Found Property Act"** - the Act of 20 February 2015 on found property (consolidated text: Journal of Laws of 2019, item 908 as amended);
- 6) **"GDPR"** - 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 repealing Directive 95/46/EC (General Data Protection Regulation) (EU Official Journal L 119, p. 1);
- 7) **"Property"** - any item (including documents, money or other means of payment) left or found on Kraków Airport premises;
- 8) **"Finder"** - a person who has found property on Kraków Airport premises and handed it over to the Lost and Found Office;
- 9) **"Storer"** - the Lost and Found Office with which property has been deposited;
- 10) **"Person entitled to collect property"** - person having a legal title to the property;
- 11) **"Authorized person"** - person authorized by the person entitled to collect property to act on their behalf, to the extent specified in a written authorization letter the template of which is attached as **Annex 4** to the Regulations.

§ 2

1. The Office is located in Room No. 1.1.15 a of the Passenger Terminal on Kraków Airport.
2. Opening days and times of the Office are specified on Kraków Airport's official website (www.krakowairport.pl).
3. Outside office hours, property found on the premises of Kraków Airport can be returned to the Shift Commander of the Airport Security Service, who performs his duties in the Cargo building.
4. The staff of the Office can only be reached during working hours:
 - 1) by phone: +48 12 639 3695;
 - 2) via a contact form on Kraków Airport's official website (www.krakowairport.pl).
5. In general, the Office operates on the following grounds:
 - 1) Found Property Act, and
 - 2) These Regulations.

§ 3

The tasks of the Office include:

- 1) receiving notifications about property found on Kraków Airport premises if the finder does not know the person entitled to collect property or does not know their whereabouts;
- 2) collecting and storing property found at Kraków Airport until such property is handed over to the Staroste, in accordance with the provisions of the Found Property Act;
- 3) keeping records of found property;
- 4) receiving statements about lost property;
- 5) receiving reports of lost property;
- 6) issuing found property;
- 7) handing over found property to the Staroste;
- 8) handing over found property the possession of which requires a license under the provisions of the Found Property Act, in particular such as weapons, ammunition, explosives or ID cards or passports, to the nearest organizational unit of the Police, and if the returning of property would pose a threat to life or health - notifying the nearest organizational unit of the Police of the location of such property;
- 9) notifying the finder that found property has been handed over to the person entitled to collect such property and about that person's address of residence or seat, if the finder made a reservation to the Office that they were going to claim finder's reward.

§ 4

1. Anyone who has found any property at Kraków Airport shall return it to the Office or, pursuant to Article 2(3) of the Regulations, to the Shift Commander of the Airport Security Service, who is required to hand over the deposited property to Office staff immediately after opening of the Office.
2. If it is impossible for the finder to return property or if returning property would involve a risk of deterioration of such property, difficulties or significant costs, the finder may limit themselves to indicating the whereabouts of such property on Kraków Airport premises.
3. The Office has the right to refuse to accept property the estimated value of which does not exceed PLN 100 or equivalent of that amount calculated according to the average exchange rate announced by the National Bank of Poland on the day the property was found, and if no such exchange rate was announced on that day, at the last exchange rate announced before that date, unless the property is of historical, scientific or artistic value.
4. The Office may also refuse to accept:
 - 1) substances and materials which are caustic, give off a strong odour, are flammable or poisonous;
 - 2) compressed gas containers;
 - 3) property classified as dangerous, flammable or corrosive products;
 - 4) liquid materials in glass packaging;

- 5) other things considered Dangerous Goods within the meaning of Annex 18: "*Safe Transport of Dangerous Goods by Air*" to the Convention on International Civil Aviation signed in Chicago on December 7, 1944. (Journal of Laws of 1959, No. 35, item 212 as amended), also known as the "Chicago Convention";
 - 6) property found on public transport, which should be handed over to the administrator of such public transport.
5. Subject to Article 8, after 3 days from the date of receipt of property the Office shall hand over such property to the Staroste, unless a person entitled to collect such property has come forward within that period. If the Staroste refuses to receive property for the reasons indicated in Paragraph 2 above, the Office is entitled to deal with such property at its own discretion, including, among other things, to hand over such property to a non-profit organization performing social assistance functions.
 6. On handing over property to the Staroste in accordance with Paragraph 5 above, the Office ceases to be the storer within the meaning of the Lost Property Act.
 7. Where the Office has accepted found property, the finder may make a reservation to the Office that they will demand finder's reward, subject to the following conditions set out in the Found Property Act:
 - a) a finder storing property who has fulfilled their obligations may demand finder's reward in the amount of one tenth of the value of the property if they have made their claim no later than on handing over the property to the person entitled to collect the property;
 - b) if the property is not stored by the finder, the finder may reserve to the storer that they will demand finder's reward;
 - c) in the case referred to in Subparagraph b) above, the storer shall notify the finder that the property has been released to the person entitled to collect the property and of their address of residence or seat, and the finder may claim finder's reward within one month from the date on which they were notified of the release of the property, of which the storer shall inform the person entitled to collect the property.

§ 5

1. Storage of property found on the premises of Kraków Airport is free of charge.
2. The Office will not demand reimbursement of the costs of storing property and keeping it in good condition.

§ 6

1. Receipt of property by the Office, including the receipt of found property notification, shall be confirmed in a report drawn up by a competent Office staff, and in the case referred to in Article 2(3), by the Shift Commander of the Airport Security Service. A template of the report is attached as **Annex 1** to the Regulations.
2. The report shall be made in one copy, which is to be kept by the Office.

§ 7

The Office shall keep a lost property record which shall include the following information:

- 1) serial number;
- 2) date of receipt of property;
- 3) finder's details (to the extent specified in Annex 1);
- 4) description of property, including type and quantity, subject to detailed provisions set forth in these Regulations;
- 5) time and place of finding;
- 6) place of storage;
- 7) details of the person entitled to collect the property (to the extent specified in Annex 2 or Annex 3 and Annex 4);
- 8) details of an authorized person (to the extent specified in Annex 3 and Annex 4);
- 9) date of release of the property;

- 10) date of notifying a finder who has demanded finder's reward about the release of property to the person entitled to collect the property, and about their address of residence or seat;
- 11) date of handing over the property to other authorized entities, including: the competent Starost or the Police;
- 12) notes.

§ 8

1. If cash is found and handed over to the Office, its description shall be drawn up, including the number of banknotes or coins and their currencies and denominations, and such cash shall be kept by the Office secured in a strong box or safe.
2. If securities are found and handed over to the Office, their description shall be drawn up, including the number and type of documents with an indication of their value, serial numbers or other appropriate designation, identification of the issuer of the document and the entitled person as per the document's content, and the Office shall keep such securities secured in a strong box or safe.
3. If a security or other document that entitles its holder to receive a benefit is found, the Office shall immediately notify the issuer of such document, specifying the exact designation of such document. Until the deposit is handed over to the issuer, it must be secured in a strong box or safe.
4. For found property handed over to the Office the appearance of which suggests it is likely to be made from a precious metal or other valuable mass, including coins and consumer products, the Office shall prepare its detailed description and keep it secured in a strong box or safe.
5. Payment cards, credit cards and ATM cards found and handed over to the Office for storage shall be blocked, by Office staff, with the issuer indicated on the card immediately on their receipt, and returned to the issuer indicated on the card or destroyed by the Office after 3 days from the date of their receipt.
6. For property the possession of which requires a license, in particular weapons, ammunition or explosives, as well as ID cards or passports, the Office is required to immediately hand such property over to the nearest organizational unit of the Police, and if the handing over of property would pose a threat to life or health, to notify the nearest organizational unit of the Police about the whereabouts of such property.
7. Property whose external features or specific designation indicate that it is military equipment or kit, and if a military document is found, in particular a military ID card, service papers, military certificate or enlistment card, the Office shall immediately hand such property over to the nearest organizational unit of the Police.
8. On handing over of property to the authorities in accordance with Paragraphs 5-7 above, the Office ceases to be the storer within the meaning of the Lost Property Act.

§ 9

1. If property the contents of which cannot be identified is delivered to the Office, Office staff are required to immediately notify the Airport Security Service, which will subject such property to appropriate control before it is accepted by the Office.
2. If information about left luggage is received, a procedure referred to as "*Left luggage identification*" in effect at Kraków Airport shall be implemented. After control and pyrotechnic assessment confirming that the luggage is safe, it shall be handed over to the Office in accordance with the principles set out in these Regulations.
3. The provision of Paragraph 2 does not apply to luggage left in air transport.

§ 10

1. Found property kept by the Office shall be released to the person entitled to collect the property. The person entitled to collect property is required to demonstrate their rights to the found property by all available and lawful means. Property may also be released to an authorized person acting on behalf of the person entitled to collect the property, who has proven their authorization to act on behalf of the person entitled to collect the property by providing the Office with an appropriate written authorization, the template of which is attached as **Annex 4** to the Regulations.

2. On handing over found property to a person entitled to collect such property, the Office is required to:
 - 1) verify the identity of the person entitled to collect the property;
 - 2) receive a lost property statement, if such statement has not been submitted before, including the date, place and characteristic features of the property and, if available, proof of legal title to the lost property;
 - 3) verify the content of the statement against the actual state as evidenced by the records;
 - 4) in the case referred to in Article 4(7) of the Regulations, provide the person entitled to collect property with appropriate information.
3. A competent member of Office staff shall draw up a handover report confirming the activities related to the handing over of property to the person entitled to collect it, as per the template attached as **Annex 2** to the Regulations. A competent member of Office staff shall draw up a handover report confirming the activities related to the handing over of property to an authorized person, as per the template attached as **Annex 3** to the Regulations. The report referred to in the first sentence of this paragraph shall be made in one copy, to be kept by the Office. The report referred to in the second sentence of this paragraph shall be made in one copy, to be kept by the Office, with the reservation that, if the finder demands finder's reward, Annex 3 to the indicated report shall be made in two copies, one of which shall be kept by the Office and the other shall be given to the authorized person.
4. In the case referred to in Article 4(7) of the Regulations, the Office shall notify the finder about the release of the property to the person entitled to collect it and about their address of residence or seat, and the finder may claim finder's reward within one month from the date of notification about the release of the property.
5. The provisions of Paragraphs 2 and 4 above shall apply respectively where property found is released to an authorized person.

§ 11

1. For the purposes of performing the activities referred to in the Regulations, personal data will be processed in accordance with 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 repealing Directive 95/46/EC (General Data Protection Regulation; EU Official Journal L 119, p. 1), on terms set out:
 - a) for the finder: in the document attached as Annex 1 to the template of Found property notification receipt and property receipt/refusal report, i.e. "*Personal data processing information clause - finder (report)*".
 - b) for the person entitled to collect property:
 - where property is collected directly by the person entitled to collect such property: in the document attached as Annex 1 to the template of Property collection by person entitled to collect the property report, i.e. "*Personal data processing information clause - person entitled to collect property collecting such property directly (report)*", or
 - where acting through an authorized person: in the document attached as Annex 1 to the template of Authorization to act on behalf of the person entitled to collect property, i.e. "*Personal data processing information clause - person entitled to collect property acting through an authorized person (authorization)*" and - only where the finder demands finder's reward - in the document attached as Annex 3 to the template of Property collection by authorized person report, i.e. "*Personal data processing information clause - person entitled to collect property acting through an authorized person (finder's reward)*";
 - c) for an authorized person: in the document attached as Annex 2 to the template of Authorization to act on behalf of the person entitled to collect property, i.e. "*Personal data processing information clause - authorized person (authorization)*" and in the document attached as Annex 2 to the template of Property collection by authorized person report, i.e. "*Personal data processing information clause - authorized person (report)*".

2. The controller of personal data is the company Międzynarodowy Port Lotniczy im. Jana Pawła II Kraków-Balice sp. z o.o. with its seat in Balice, 32-083 Balice, ul. Kpt. M. Medweckiego 1, entered into the Register of Entrepreneurs kept by the District Court for Kraków-Śródmieście in Kraków, 12th Commercial Division of the National Court Register under the KRS number: 0000008522, NIP [tax identification number]: 6761336952, REGON [state statistical number]: 351117055, BDO: 000013381.

§ 12

1. These Regulations have been adopted by a Resolution of the Management Board of Kraków Airport no. 65 of Decembre 28th 2021.
2. These Regulations shall be effective as of the date of the Resolution referred to in Paragraph 1 above.
3. Kraków Airport reserves the right to update and make other changes or additions to the Regulations at any time.
4. The text of the Regulations is available on Kraków Airport's official website (www.krakowairport.pl) and at the Office.
5. These Regulations do not prejudice the security regulations in force at Kraków Airport.
6. For matters not covered by the content of these Regulations, applicable laws shall apply, including the provisions of the Act of 23 April 1964 - Civil Code (consolidated text: Journal of Laws of 2020, item 1740 as amended) and of the Found Property Act.
7. The Annexes to these Regulations constitute an integral part thereof.

Annexes:

1. Template of Found property notification receipt and property receipt/refusal report, with Personal data processing information clause;
2. Template of Property collection by person entitled to collect the property report, with Personal data processing information clause;
3. Template of Property collection by authorized person report, with Personal data processing information clauses;
4. Template of Authorization to act on behalf of the person entitled to collect property, with Personal data processing information clauses;