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(place, date)

**AUTHORIZATION TO ACT ON BEHALF OF THE PERSON ENTITLED TO COLLECT PROPERTY**

I, ..... (full name), holder of identity card (or other identity document) with series: ..... and number: ..... issued by: ..... , being the person entitled to collect the property, i.e. the person with legal title to the property, hereby authorize:

**Mr / Ms** ..... (full name)

holder of identify card (or other identity document) with series: ..... and number: ..... issued by: ....., to collect the following property and perform all activities related to the collection of that property from Kraków Airport's Lost and Found Office: .....

.....  
.....

*(a detailed description of the property, including its characteristic features, along with the place and date of loss, where possible, and any information/evidence confirming legal title to the property)*

This authorization does not authorize the authorized person to grant further authorizations.  
This authorization shall cease to have effect on performance of the activities for which it was granted.

.....  
(legible signature of the person entitled to collect the property)

I confirm receipt of this authorization.

.....  
(legible signature of the authorized person)

**Annexes:**

1. Personal data processing information clause - person entitled to collect property acting through an authorized person (authorization).
2. Personal data processing information clause - authorized person (authorization).

## **PERSONAL DATA PROCESSING INFORMATION CLAUSE**

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), hereinafter referred to as "GDPR", please be informed of the following:

### **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 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.

### **II. Data Protection Officer.**

For matters of personal data protection and the enforcement of related rights the Data Protection Officer can be contacted via e-mail to the following e-mail address: [iod@krakowairport.pl](mailto:iod@krakowairport.pl); by phone: +48 12 639 37 28, or in writing to the address of our seat, indicated in Section I.

### **III. Purposes and grounds for the processing.**

Personal data will be processed for the purpose of fulfilling a legal obligation as part of activities related to the functioning of Kraków Airport's Lost and Found Office and that Office's proceedings regarding lost property, including receiving found property notifications, receiving found property and releasing found property, to the extent specified in the "*Authorization to act on behalf of the person entitled to collect property*", pursuant to the Act of 20 February 2015 on found property (consolidated text: Journal of Laws of 2019, item 908 as amended) along with executive regulations, in accordance with Article 6(1) c) of the GDPR, and for the purpose of establishing, investigating or defending against claims, in accordance with Article 6(1) f) of the GDPR.

### **IV. Data transfer to third countries or international organizations.**

We do not transfer any data outside the territory of the Republic of Poland / EU / European Economic Area.

### **V. Data storage period.**

Personal data will be stored until the end of the limitation period for potential claims and for archival purposes, in accordance with the law, for a period of 2 years.

### **VI. Information on the required / voluntary provision of data.**

Provision of personal data for the purpose referred to in Section III is required, and failure to provide the personal data will prevent the performance of the indicated activities.

### **VII. Data recipients.**

Personal data may be disclosed to the competent Staroste (Powiat Starosty in Kraków, Al. Słowackiego 20, 30-037 Kraków) as the authority generally competent to conduct proceedings in cases of receiving found property notifications, receiving and storing found property and searching for those entitled to collect it, for the purpose of fulfilling a legal obligation in accordance with the Act of 20 February 2015 on found property (consolidated text: Journal of Laws of 2019, item 908, as amended) along with executive regulations.

Personal data may also be disclosed to other competent authorities or third parties who submit a request for such information, only within the limits of applicable law and for the purpose of establishing, investigating or defending against claims.

**VIII. Your rights.**

- a) the right to access data and receive a copy thereof;
- b) the right to rectify (correct) data;
- c) the right to delete data, limit data processing;
- d) the right to object to the processing of data;
- e) the right to lodge a complaint with the supervisory body dealing with the protection of personal data.

**IX. Automated decision making.**

The personal data provided will not be used for automated decision-making processes (including profiling).

STATEMENT

I hereby confirm that I have read the content of this information clause.

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