

## NOTICE ON THE PROCESSING OF PERSONAL DATA

Personal data is any information that directly or indirectly identifies a person ("**Personal Data**"). Gdynia Container Terminal Ltd. based in Gdynia ("**GCT**" or the "**Company**") recognises that the protection of Personal Data is fundamental to building and maintaining the trust of the Company's employees, job applicants, contractors and customers. GCT is committed to protecting Personal Data in accordance with 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 (the "General Data Protection Regulation") ("**GDPR**") and any other applicable laws and regulations ensuring the protection of Personal Data ("**Data Protection Legislation**").

This notice sets out the characteristics of the processing of your Personal Data by the GCT. The information also outlines your rights regarding the Personal Data processed by the GCT.

### Personal Data Administrator

The administrator of your personal data is Gdynia Container Terminal Spółka z ograniczoną odpowiedzialnością, with its registered office in Gdynia, (81-184) at ul. Energetyków 5, entered in the Register of Entrepreneurs kept by the District Court Gdańsk-Północ in Gdańsk, VIII Commercial Division of the National Court Register, under KRS number 0000901814, NIP: 586-00-20-200, amount of paidup share capital PLN 11,379,300.00, paid in full.

#### Contact details:

Gdynia Container Terminal Sp. z o.o. ul.

Energetyków 5, 81-184 Gdynia e-mail:

sekretariat@gct.pl

Tel: 58 78 55 333

Fax: 38 78 55 336

### Purpose of processing of Personal Data and legal basis for processing

The Personal Data collected by the GCT will be processed in connection with the conclusion of, or for the purpose of fulfilling, a contract entered into by the GCT with an entity for which, or on whose behalf, you are taking action in your relationship with the GCT. In particular, the processing of your Personal Data takes place in order to safeguard the interests of the Company and to exercise the rights and obligations incumbent on the GCT, as a counterparty of the entity on whose behalf you are taking action. Your Personal Data may also be processed to pursue other legitimate interests of the Company, related to the performance of the aforementioned contract, the assertion of claims, the protection of company secrets.

The legal basis for the processing of your Personal Data is - in accordance with Article 6(1)(b) RODO. The Personal Data of your contacts, representatives or employees of the contractor will be processed for the purpose of exercising the rights and obligations relating to pre-contractual activities and arising from the contract concluded or to be concluded between GCT and the entity on whose behalf or for whose benefit you perform your activities. Failure to provide Personal Data or to make it available for processing will result in the impossibility of concluding a contract or performing it.

In the performance of this contract, your Personal Data may be made available to GCT authorised entities or its contractors and subcontractors. The processing of your Personal Data is lawful if it is necessary for the performance of a contract to which the data subject is a party or for the performance of an action by the data subject prior to or in connection with the conclusion of a contract.

In other cases, the Company (or an authorised employee) may carry out processing on the basis of Article 6(1)(f) of the RODO when it is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data. Such legitimate legal interests are, among others, to the extent necessary for the performance of the contract, activities including (among others) verification of the performance of the contract, legal analyses, the assertion of claims and possible legal proceedings, protection of the rights of the contracting parties).

Your Personal Data will not be processed through automated decision-making, including profiling.

#### **Recipients of Personal Data**

Your Personal Data may be disclosed to third parties. This will usually be in connection with the contractual task you are carrying out and necessary for its proper performance. Your Personal Data may also be disclosed to third parties authorised by the GCT to the extent that this is necessary for the performance of the contract (e.g. coordination of contract performance, legal analyses, claim enforcement, protection of the rights of the contracting parties).

We would also like to inform you that the Company is part of the Hong Kong-based CK Hutchison Holdings Limited ("CKHH") Group. The CKHH Group brings together companies from a number of countries, including those outside the European Union. A member of CKHH is Hutchison Ports Holding Limited ("HPH"), of which Gdynia Container Terminal Sp. z o.o. is a member. All companies within the CKHH Group work together strategically and your Personal Data may be disclosed as part of this collaboration. The CKHH Group fully respects your rights and obligations under the RODO and your Personal Data may be disclosed in compliance with applicable law and only to the minimum and necessary extent.

#### **Storage period of your Personal Data**

Your Personal Data will be retained by the GCT for the duration of the contract entered into by the GCT with the entity on whose behalf or for whose benefit you are undertaking the activities - and for longer periods only if required or permitted by applicable law.

**Your rights against the processing of your Personal Data** You have the right to:

- 1) to request from the Company access to your Personal Data, as well as to request the transfer of such Personal Data;

You have the right to confirm with the Company whether your Personal Data is being processed and, if so, to request access to that Personal Data. Among other things, you have the right to know the purpose of the processing, the categories of Personal Data processed, the recipients or categories of recipients. In doing so, the Company shall take into account the interests of third parties

- 2) request the Company to promptly rectify Personal Data concerning you that is inaccurate and to request the completion of incomplete Personal Data;

It is important to the Company that your Personal Data is correct and up-to-date. You may request that your Personal Data be corrected or updated at any time. We encourage you to inform the Company immediately of any changes to your Personal Data that you have provided to the Company.

- 3) request the Company, in the cases specified by law, to erase or restrict the processing of your Personal Data;

The ability to effectively exercise your right to erasure of your Personal Data is subject to the conditions set out in Article 17 of the RODO. Likewise, the possibility of exercising your right to restrict the processing of your Data is subject to the occurrence of the conditions set out in Article 18 RODO.

- 4) object - on grounds relating to your particular situation - to the processing of your Personal Data on the basis of Article 6(1)(e) and (f) of the RODO (i.e. where the processing of Personal Data is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Company; or the processing is necessary for the purposes of the legitimate interests pursued by the Company or by a third party, except where these interests are overridden by your interests or fundamental rights and freedoms which require protection of personal data)
- 5) lodge a complaint with the supervisory authority - the President of the Office for Personal Data Protection (ul. Stawki 2, 00-193 Warsaw).

If you wish to exercise the above-mentioned rights or if you have any questions to us in relation to your personal data, please contact us directly, by post or by e-mail at: Gdynia Container Terminal Sp. z o.o. ul. Energetyków 5, 81-184 Gdynia e-mail: [rodo@gct.pl](mailto:rodo@gct.pl), Tel: (58) 78 55 364 or (58) 78 55 366 , Fax: 58 78 55 344

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I hereby declare that I have read, accept and fully understand the contents of this notice.

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*date and signature of the person whose personal data are being processed*