

## IP SERVICE BOOKING FORM

We kindly ask you to fill out this booking form and send it to:  
E: [informacja@airport.lodz.pl](mailto:informacja@airport.lodz.pl), [ops@airport.lodz.pl](mailto:ops@airport.lodz.pl)

### Arrival in Łódź

Date	
Time	
Flight no.	
Departure airport	
Hub airport	

### Departure from Łódź

Date	
Time	
Flight no.	
Hub airport	
Destination airport	

Seat preference on the plane  
/not guaranteed/

--

A/C TYPE

Private <input type="checkbox"/>	Scheduled <input type="checkbox"/>	Governmental <input type="checkbox"/>
Aircraft marking and type		
Operator name		

#	First and last name of the passenger	Position	Arrival*	Departure*	Weapon transport	Checked luggage
1			<input type="checkbox"/>	<input type="checkbox"/>		
2			<input type="checkbox"/>	<input type="checkbox"/>		
3			<input type="checkbox"/>	<input type="checkbox"/>		
4			<input type="checkbox"/>	<input type="checkbox"/>		
5			<input type="checkbox"/>	<input type="checkbox"/>		
6			<input type="checkbox"/>	<input type="checkbox"/>		

\*In case of a greater number of passengers, we kindly ask you to send the appropriate data in the form of an attachment to this form.

### Additional services

Tax return   
  Duty free shopping   
  Transport of animals   
  Sporting weapon transport   
  Catering services

### Detailed description of additional services

--

#	First and last name of the person welcoming or saying goodbye to passengers	Phone number	Arrival*	Departure*	Access to the apron
1			<input type="checkbox"/>	<input type="checkbox"/>	
2			<input type="checkbox"/>	<input type="checkbox"/>	
3			<input type="checkbox"/>	<input type="checkbox"/>	

\* In case of a greater number of persons, we kindly ask you to send the appropriate data in the form of an attachment to this form.

**Use of VIP Terminal car park**

#	First and last name of the driver	Vehicle make and registration no.	Arrival	Departure	Entry of an authorised vehicle onto the apron
1			<input type="checkbox"/>	<input type="checkbox"/>	
2			<input type="checkbox"/>	<input type="checkbox"/>	
3			<input type="checkbox"/>	<input type="checkbox"/>	

Government motorcade  Number of vehicles

**Payment method /Pre-payment/**

Bank transfer  Payment card

**VAT invoice data**

Full name	
Address	
NIP (Taxpayer Identification No.)	
Mailing address	
Remarks	

First and last name of the person responsible for service-related queries	Telephone number/e-mail address

**INFORMATION CLAUSE ON THE PROCESSING OF PERSONAL DATA**

In accordance with the Regulation of the European Parliament and of the Council (EU) 2016/679 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 of Directive 95/46/EC (General Data Protection Regulation) (OJ L 119, p. 1) – hereinafter referred to as GDPR, please be informed that:

**I. Personal Data Controller.**

The controller of personal data is the company Port Lotniczy Łódź im. Władysława Reymonta Sp. z o.o. with registered office at the address: 94-328 Łódź, ul. Gen. S. Maczka 35, entered in the register of entrepreneurs kept by the District Court for Łódź-Śródmieście in Łódź, XX Commercial Division of the National Court Register, under KRS number: 000057719, NIP (tax payer's ID number): 7290113494, REGON (state statistical number): 470788461.

**II. Data Protection Officer.**

Please contact the Data Protection Officer regarding the protection of personal data and the enforcement of related rights via e-mail, to the following e-mail address: [iod@airport.lodz.pl](mailto:iod@airport.lodz.pl), via phone: +48 42 683 52 44, or in writing to the address of our registered office indicated under Article I.

**III. Purposes and Grounds of Processing.**

Personal data will be processed in accordance with GDPR for the purpose of providing services by the VIP & Business Services Department, within a scope not broader than the following: name and surname, identity document number, telephone number, e-mail address and postal address, in a manner relevant and appropriate for the type of service, in accordance with our legitimate interest.

**IV. Transmitting Data to Third Countries or International Organisations.**

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

**V. Data Retention Period.**

We retain data obtained for the purpose of providing VIP/IP services for the duration of the performance of a service and up to a maximum of 7 days after payment of the service fee.

**VI. Information on Required/Voluntary Data Submission.**

Provision of personal data within the scope described under Article III hereof, in a manner relevant and appropriate to the service provided is voluntary, but it is a condition necessary for the service to be provided.

**VII. Data Recipients.**

Personal data may be disclosed to entities responsible for passenger check-in process for the purpose of providing the service. Personal data may be disclosed to competent authorities or third parties who request such information only within the limits of applicable law, and to establish, investigate or defend claims.

**VIII. Rights.**

- a) the right to access data and receive a copy thereof;
- b) the right to rectify (amend) data;
- c) the right to delete or restrict the processing of data;
- d) the right to object to data processing;
- e) the right to transfer data;
- f) the right to lodge a complaint with the supervisory authority in charge of personal data protection.

First and last name of the applicant	Telephone number

I hereby accept "The terms and conditions of the VIP Service" at Łódź Airport, available at [www.airport.lodz.pl](http://www.airport.lodz.pl)

.....  
Date and signature