

Clients and Business Partners

This notice is addressed to individuals representing business entities (B2B clients or suppliers) – in particular: persons signing agreements with eTravel S.A., attorneys-in-fact, proxies, board members and other persons authorised to represent an organisation.

Your personal data was provided to us by the entity you represent – the company entering into or maintaining a business relationship with eTravel S.A. We are required to inform you about how we process that data (Article 14 GDPR).

1. Data Controller

Controller	eTravel S.A., Al. Jerozolimskie 96, 00-807 Warsaw, Poland
Contact	Tel. +48 22 492 08 60, e-mail: sekretariat@etravel.pl
Data Protection Officer (DPO)	Contact the DPO at: rodo@etravel.pl

2. Source of Your Personal Data

Your personal data (name, surname, job title, business e-mail address, phone number, information about your role and powers of attorney) was provided to us by the entity you represent, in connection with entering into or performing an agreement with eTravel S.A.

3. Purposes and Legal Bases for Processing

Purpose	Legal basis (GDPR)
Verifying your authority to represent the entity (checking powers of attorney, proxy, company register entries)	Art. 6(1)(f) – legitimate interests of the controller (ensuring legal security of agreements)
Entering into and performing an agreement: correspondence, document exchange, monitoring performance, settlements, issuing powers of attorney to act on behalf of eTravel S.A.	Art. 6(1)(f) – legitimate interests of the controller (proper performance of the agreement with the entity you represent)
Asserting and defending claims (e.g. arising from non-performance of the agreement)	Art. 6(1)(f) – legitimate interests of the controller
Anti-abuse, anti-corruption and conflict-of-interest compliance	Art. 6(1)(f) – legitimate interests of the controller (business ethics and security)
Fulfilment of legal obligations (tax law, accounting, AML/CFT, construction law, market abuse regulation)	Art. 6(1)(c) – legal obligation incumbent on eTravel S.A.

4. Recipients of Your Data

We may share your data with the following categories of recipients:

- companies affiliated with eTravel S.A. within the capital group – where necessary for the performance of the agreement
- IT service providers, document archiving and destruction providers, law firms and advisors
- postal and courier service providers
- financial institutions involved in settlements

- public authorities – where required by law

5. Retention Period

We process your data for the duration of the agreement with the entity you represent and thereafter for the period necessary to settle the agreement and pursue potential claims (generally no longer than 6 years from the end of the agreement, in view of general limitation periods and archiving obligations). Data processed to fulfil legal obligations (e.g. accounting records) is retained for the periods required by applicable law.

6. Your Rights

- right of access to your data (Art. 15 GDPR)
- right to rectification of inaccurate data (Art. 16 GDPR)
- right to erasure – to the extent permitted by law (Art. 17 GDPR)
- right to restriction of processing (Art. 18 GDPR)
- right to data portability (Art. 20 GDPR)
- right to object to processing based on legitimate interests – on grounds relating to your particular situation (Art. 21 GDPR)
- right to lodge a complaint with the President of the Personal Data Protection Office (UODO), ul. Stawki 2, 00-193 Warsaw, Poland, www.uodo.gov.pl

To exercise your rights, contact us at: rodo@etravel.pl or in writing to the registered address of eTravel S.A.

Final Notes – Legal Information

1. Legal Basis of This Document

This document fulfils information obligations arising from:

- Art. 13 GDPR – where data is collected directly from the data subject
- Art. 14 GDPR – where data is collected from another person or entity (e.g. the traveller's employer, the client company)
- Art. 12 GDPR – requirement for transparency and intelligibility of information

2. Updates to This Document

eTravel S.A. reserves the right to update this document in the event of changes to its data processing activities, changes in applicable law or guidance issued by supervisory authorities. The current version is always available at: etravel.pl/en/rodo. We will communicate material changes in a manner appropriate for each category of data subjects (e.g. by e-mail for CTA users, by a notice on our website for others).

3. Contact and Exercising Your Rights

E-mail (recommended)	rodo@etravel.pl
Phone	+48 22 492 08 05
Postal address	Data Protection Officer, eTravel S.A., Al. Jerozolimskie 96, 00-807 Warsaw, Poland
Response time	No later than 30 days of receiving a request (Art. 12 GDPR); in complex cases the period may be extended by a further 2 months

Supervisory authority	President of the Personal Data Protection Office (UODO), ul. Stawki 2, 00-193 Warsaw, Poland, tel. +48 606 950 000, www.uodo.gov.pl
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Document prepared in accordance with Regulation (EU) 2016/679 (GDPR) | Version: 2026 | eTravel S.A.