Employees of B2B Clients

This notice is addressed to employees and associates of companies (B2B clients of eTravel S.A.) who are not representatives signing agreements but who participate in the performance of the agreement – in particular: persons placing orders for travel services, persons designated as contact points with eTravel S.A., persons receiving invoices and correspondence, persons approving bookings, travel coordinators.

Your personal data was provided to us by your employer – the company that has entered into an agreement with eTravel S.A. We are fulfilling our information obligation towards you under 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 contact details (name, surname, job title, work e-mail, phone number) were provided to us by your employer in connection with the performance of a cooperation agreement. This data is necessary for the proper handling of orders and delivery of services.

3. Purposes and Legal Bases for Processing

Purpose	Legal basis (GDPR)
Handling orders and bookings placed on behalf of your employer (or for your employer's employees)	Art. 6(1)(f) – legitimate interests of the controller (performance of the agreement with your employer)
Day-to-day contact in matters related to the performance of the agreement (correspondence, phone, e-mail)	Art. 6(1)(f) – legitimate interests of the controller
Issuing, sending and processing invoices and settlement documentation	Art. 6(1)(f) – legitimate interests / Art. 6(1)(c) – legal obligation (accounting legislation)
Sending information related to ordered services (confirmations, amendments, notifications)	Art. 6(1)(f) – legitimate interests of the controller
Handling complaints and claims	Art. 6(1)(f) – legitimate interests of the controller
Archiving documentation related to the performance of the agreement	Art. 6(1)(c) – legal obligation (accounting legislation) / Art. 6(1)(f) – legitimate interests

4. Recipients of Your Data

Your data may be shared with:

- travel service providers – to the extent necessary to deliver the services ordered
- IT system service providers supporting eTravel S.A.
- postal and courier service providers
- law firms acting for eTravel S.A.
- public administration authorities – as required by law

5. Retention Period

We process your data for the duration of the agreement with your employer and for the period necessary after its termination:

- for the purpose of asserting claims: for the duration of the limitation period (generally 3–6 years)
- financial and accounting records: 5 years from the end of the financial year
- upon expiry of these periods, data is deleted or anonymised

6. Your Rights

- right of access to data (Art. 15 GDPR)
- right to rectification (Art. 16 GDPR)
- right to erasure (Art. 17 GDPR) – to the extent legally permissible
- right to restriction of processing (Art. 18 GDPR)
- right to object to processing based on legitimate interests (Art. 21 GDPR)
- right to lodge a complaint with the President of the Personal Data Protection Office (UODO)

Contact: 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

Document prepared in accordance with Regulation (EU) 2016/679 (GDPR) | Version: 2026 | eTravel S.A.