

**COWORKING SPACE REGULATIONS  
IN THE POMERANIAN SCIENCE AND TECHNOLOGY PARK GDYNIA**

**DECEMBER 2024**

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## § 1.

### Glossary of terms and abbreviations used in the Regulations

#### 1. The terms used in the Regulations mean:

- 1) **Preferred industries** – industries supported in the Pomeranian Science and Technology Park Gdynia, i.e. ICT, automation, robotics, biotechnology, environmental protection and creative industries understood as design, industrial design, graphics and applied art, multimedia, architecture.
- 2) **Package price list** – specifies the scope of services of a given Package along with its price. The specification of Packages is described in the Package Price List - **Annex No. 1** to these Regulations.
- 3) **E-mail** – method of contact between the User and the Startup Zone team via e-mail from the Startup Zone Gdynia address [coworking@ppnt.pl](mailto:coworking@ppnt.pl) to the address provided in the Application Form.
- 4) **Application form** – a document completed by the person applying to the Coworking space, aimed at collecting information about the candidate that will enable recruitment.
- 5) **Instructions for PPNT Partners** – a set of rules applicable to Partners of the Pomeranian Science and Technology Park Gdynia (PPNT Gdynia) based in Gdynia, regarding companies joining PPNT Gdynia, cooperation, implementation of projects and their verification, and use of premises and devices of the Pomeranian Science and Technology Park Gdynia.
- 6) **Access Control Card** (hereinafter: KKD) – a card enabling entry and exit to Coworking space.
- 7) **Client/Guest** – a person visiting Coworking space based on an invitation from the Startup Zone team or the User.
- 8) **Coworking Partnership** – a type of partnership within the cluster and inter-industry cooperation network of PPNT Gdynia, focused mainly on the integration of science and business environments.
- 9) <sup>81)</sup> **TRIPOLIS Platform<sup>1</sup>** - TRIPOLIS Platform is an IT system for managing processes related to serving Coworking Users. The panel dedicated to Users is available after logging in.
- 10) **Pomeranian Science and Technology Park Gdynia (hereinafter: PPNT Gdynia)** – a budget unit of the City of Gdynia, the aim of which is to support and create

appropriate conditions for the development of companies.

- 11) **Agreement** – a document signed to the Agreement (Appendix No. 2) on joining the PPNT Gdynia partner network - constituting Appendix No. 3 to these Regulations.
- 12) **Coworking Space (or: Coworking)** – a shared, open office space located in building no. III, designed for quiet work. It includes workstations (desk, armchair), quiet rooms (so-called booths), office infrastructure (multifunctional device), social facilities and a meeting zone.
- 13) **Regulations** – a set of rules regulating the process of applying for and using Coworking by each person staying on its premises.
- 14) **Startup Zone Gdynia (or: SSG, Startup Zone team)** – an organizational section of PPNT Gdynia, within the Creative Entrepreneurship Center department, responsible for managing the Coworking space.
- 15) **Agreement** – a document specifying the terms of renting the Coworking space between PPNT Gdynia and the User - Appendix No. 2 to these Regulations.
- 16) **Coworking User (hereinafter: User)** – an entrepreneur or a natural person who signs a Coworking space rental agreement.
- 17) **Own original projects** – products and/or services characterized by the individual creative contribution of the entrepreneur or individual applying to Coworking, understood as their own intellectual work of a creative, subjective, unique nature, with a non-standard result, where the applicant is the originator of the developed products and/or services or implements them according to their own idea and personal, free approach (and is not necessarily their owner within the meaning of civil law). This concept does not include reproducible projects, devoid of the applicant entrepreneur's invention, which are not the result of the creative process.
- 18) **User's Collaborator (hereinafter: Collaborating person, Collaborator)** – a person reported by the User to use Coworking under the Agreement signed by the User.

## § 2. General provisions

1. The provisions of the Regulations are binding on Users. In addition, the User is responsible for compliance with the Regulations by his Associates and Clients/Guests.
2. All persons staying in the Coworking space (including Users, User's Associates, Clients/Guests) undertake to:
  - 1) familiarize themselves with and comply with the Regulations and fire safety regulations applicable in PPNT Gdynia,

- 2) immediately inform about any change of data (company name, correspondence address, e-mail address),
- 3) respect persons staying in the Coworking space and their property,
- 4) maintain silence in the workplace by:
  - a. muting mobile phone ringtones in the Coworking space,
  - b. not using devices that cause excessive noise, not play audio materials without headphones,
  - c. hold telephone conversations, teleconferences, videoconferences and video recordings, etc., in appropriately designated places in the Coworking space,
  - d. using the Coworking space in a way that does not disrupt the work of other Users,
- 5) keeping the information regarding PPNT Gdynia and its Users and their activities, confidential and not expressing opinions and comments which could adversely affect their activities,
- 6) maintaining the area tidy, including waste segregation in accordance with the guidelines, not storing waste in places other than designated waste bins and cleaning the dishes used in the common area, including meeting rooms, and desks,
- 7) not staying in the Coworking space or after using alcohol, taking drugs and/or intoxicants, psychotropic substances, hallucinogenic and substitute substances, as well as not consuming the above and not smoking tobacco products and electronic cigarettes in the Coworking space,
- 8) not placing any advertisements, markings, signs or banners in the Coworking space outside the places provided for this purpose by the Startup Zone team,
- 9) maintaining personal culture in contacts with other Users and employees of PPNT Gdynia and acting in accordance with the applicable rules of social coexistence.

3. In the event of non-compliance with the provisions of the Regulations and failure to follow the instructions, the Startup Zone team has the right to refuse access to the Coworking space and block access cards issued under a given Agreement, without the right to compensation for failure to use the hours purchased in the Package for this reason.

4. PPNT Gdynia shall not be made liable for any damage, loss, shortage, or damage to equipment, clothing, or other items left in the Coworking space.

5. PPNT Gdynia reserves the right to monitor and verify the progress of work on the development of the product and/or service indicated by the User in the application form and to ask the User to provide other data necessary for statistical purposes.

6. In cases not regulated by the Regulations, the User, Associates, Guests/Clients undertake to follow the recommendations of the Startup Zone team.

### **§ 3.**

#### **Startup Zone Gdynia and Coworking space**

**1. Support from Startup Zone Gdynia:**

SSG supports entrepreneurs and individuals implementing projects in the area of preferred industries, in particular developing their own, original projects, by:

- 1) providing Coworking space,
- 2) enabling B2B contacts by exchanging of experience and knowledge between Users by sharing Coworking space and networking events.

**2. Role of the Startup Zone team:**

- 1) informing about the offer of PPNT Gdynia and the principles of operation of Coworking,
- 2) conducting the application process for Coworking space and administrative handling of contracts,
- 3) substantive support for Users by organizing trainings, lectures, workshops, meetings with experts,
- 4) organizing events for entrepreneurs and individuals who are not Users,
- 5) supporting the use of infrastructure in the Coworking space.

**3. The SSG Team does not perform reception/secretariat functions and therefore they will not:**

- 1) answer telephones, postal and courier deliveries or other orders on behalf of Users and Associates,
- 2) admit Clients/Guests invited by Users and Associates,
- 3) make reservations for conference rooms or designated meeting spaces, etc. on behalf of Users and Associates.

## **§ 4.**

### **Application to the Coworking space**

#### **1. Application**

Individuals and entrepreneurs who develop products and/or services in the scope of industries preferred and/or for industries preferred by PPNT Gdynia may apply to the Coworking space. In the event that an Agreement was previously concluded with a person or entrepreneur, which was subsequently terminated as a result of:

- the User being in arrears with settling all liabilities resulting from the Agreement,
- the User, as well as the User's Associates, violating the provisions of the Agreement and the Coworking Space Regulations, acting to the detriment of PPNT Gdynia or other PPNT Partners operating in PPNT and to the detriment of the image of PPNT after a prior request to cease the violations or to repair the damage, the application and conclusion of another Agreement may take place no sooner than after 12 months from the date of termination of the previous agreement.

#### **Application process:**

- 1) Meeting with the Startup Zone team in the Coworking space, during which the rules of operation of the Coworking space are presented.
- 2) Completing and submitting the Coworking Application Form. The completed Form can be delivered by e-mail, traditional mail or in person to the SSG team.
- 3) Verification of the Application Form in terms of form and content. The Startup Zone team will verify it within 7 business days.
- 4) Notification of the verification results will be sent by e-mail.

#### **2. Agreement**

- 1) Users use Coworking based on the Agreement concluded with PPNT Gdynia, in compliance with the provisions of these Regulations.
- 2) The Agreement may be concluded by entrepreneurs/individuals who have obtained positive application verification, have read the Regulations and accepted their provisions.
- 3) The Agreement is concluded for a period of 12 months.
- 4) Upon signing the Agreement the user is obliged to purchase a selected Package within 7 days after signing the Agreement.

- 5) Under the Agreement, the User may authorize Collaborators to use the Coworking space (subject to current availability of places verified by the SSG team based on an analysis of the number of active Coworking Users), with the proviso that the Coworking space may be used by up to 4 people at the same time. In the event of a meeting of a team of more than 4 people, the Conference Center offer should be used in accordance with the applicable room rental price list.
- 6) Information regarding the implementation of the Agreement is sent by e-mail to the main e-mail address provided for contact in the Application Form. Information regarding the use of the Coworking space is sent to the main e-mail address and e-mail addresses of Collaborators specified by the User, authorized by him to use Coworking under the Agreement.
- 7) The User and authorized Collaborators are required to set up and maintain an active account on the TRIPOLIS platform. Having an active account is necessary to activate the Access Control Card. The rules for using the TRIPOLIS Platform are specified in separate regulations and instructions.

### **3. PPNT Gdynia Partnership**

- 1) The User may join the Coworking Partnership at any time during the term of the Agreement.
- 2) Joining the Coworking Partnership takes place on the basis of a signed Agreement on joining the partner network (annex no. 3 to the Regulations).
- 3) Within the Coworking Partnership, Users may use the offer in accordance with the COWORKING Offer annex to the Instructions for PPNT Partners, available from the SSG team.
- 4) Joining the Coworking Partnership involves receiving **de minimis aid**, therefore, before signing the Agreement, the User is obliged to submit the documents required by law for de minimis aid, based on which it will be possible to assess whether the User is entitled to de minimis aid.
- 5) Using the Coworking Partnership offer is possible provided that they have a valid Package and receive the aid referred to in point 4.

## § 5.

### Offer

#### 1. Packages

- 1) The Package Price List includes the offer of:
  - a. **Flexible Packages**, which specify the number of hours enabling the use of Coworking within a specified validity period;
  - b. **Monthly Package (Subscription)**, which allows one User to use the Coworking space without a limit of hours within a specified validity period.
- 2) The Package can be purchased based on a signed Agreement.
- 3) The User gains access to the Coworking space for a period or number of hours specified in the Package in accordance with the Package Price List.
- 4) In the case of purchasing Flexible Packages, the hours in which the User and their Collaborators use the Coworking space are added up and settled as part of one common Package.
- 5) The number of desks to be booked within the Monthly Package is limited to the current availability of places verified by the SSG team based on an analysis of the number of active Coworking Users.
- 6) The User may change the Package from flexible to monthly Package and vice versa, provided that desks are available for booking, by submitting a declaration by e-mail to [coworking@ppnt.pl](mailto:coworking@ppnt.pl) at least 7 days before purchasing the next Package.
- 7) The User may combine flexible Packages and the monthly Package within one Agreement, with the monthly Package being assigned to a designated personal Access Card. It is prohibited to share a given personal Access Card with Collaborators using flexible packages. If the Startup Zone Team finds an incident of unauthorized sharing of the Access Card with the User, an invoice will be issued in the amount of the cost of the monthly Package multiplied by the number of registered Collaborators.

#### 2. Fees

- 1) Types of Packages, fees and scope of services provided are given in the Package Price List, available on the website [www.ppnt.pl](http://www.ppnt.pl)
- 2) A VAT invoice issued and sent by e-mail shall be treated as the confirmation of purchase of the selected Package.
- 3) The User is informed about the use or expiry of the Package by e-mail.
- 4) The User is obliged to settle his obligations on time.

## **§ 6.**

### **Coworking Space**

#### **1. Work Zones**

- 1) The work zone for Users and Collaborators is a shared, open office space, intended for quiet work and separate rooms for conducting conversations (phone booths).
- 2) The work zone of the Startup Zone team within the area designated by cabinets and shelves is excluded from the Coworking space - Users can stay there only with the consent and in the presence of the Startup Zone team.
- 3) PPNT Gdynia reserves the right to introduce changes to the Coworking space.

#### **2. Meeting Zone with Client/Guest**

- 1) The User and Collaborators have the option of inviting Clients/Guests, up to 4 people at a time.
- 2) For safety reasons, meetings can take place only upon prior notification. The Client/Guest visit is reported by e-mail, phone or in person. The notification should include the number of people, date and duration of the visit.
- 3) Meetings with Clients/Guests in the Coworking space may only take place in designated places - at the conference table or in the relaxation area by the library. It is forbidden to entertain Clients/Guests in other Coworking zones.
- 4) The User is personally responsible for the Client/Guest entering and leaving the Coworking space.
- 5) The User is responsible for the invited Clients/Guests and must accompany them throughout their visit. Clients/Guests may not stay in the Coworking space in the absence of the User.
- 6) Meetings with Clients/Guests are only possible from Monday to Friday from 8:00 a.m. to 6:00 p.m.
- 7) If the Client/Guest is in the Coworking space without prior notification or the User meets with the Client/Guest at times or places other than those designated by the Startup Zone team, the Startup Zone team or the PPNT security officer may ask the User's Clients/Guests to leave the space.

#### **3. Access to the Coworking space**

- 1) Access to the Coworking space is provided by the Access Control Card (ACC).
- 2) Access to the Coworking space is only possible with a paid and valid Package. In the absence of a paid and/or valid Package, the Access Control Cards of Users and Collaborators using Coworking under the same Agreement are blocked. The cards are

unblocked on the next business day after the payment is posted by PPNT Gdynia.

- 3) Access to the Coworking is only available to the User with whom the Agreement was signed and/or the User's Collaborators for whom a personalized ACC was issued. The User has no right to grant access to the Coworking and its resources to third parties on any basis.
- 4) Use of the Coworking is possible, as a rule, 24 hours a day, 7 days a week.
- 5) The Startup Gdynia Zone Team is present in the Coworking, as a rule, from Monday to Friday, from 8:00 a.m. to 4:00 p.m. 08.00 - 16.00.
- 6) PPNT Gdynia reserves the right to refuse access to Coworking in the event of the organization of events, technical work, etc. that make it impossible to use the Coworking space. Information about this will be sent to the User by e-mail, no later than the day before the access restriction. The User is not entitled to compensation for the restriction of access to Coworking.
- 7) The Coworking Space does not function as a virtual office. The User may not register their business headquarters at the PPNT Gdynia address.

#### **4. Access Control Cards (ACC)**

- 1) ACCs are issued free of charge on the basis of the "Card Handover Protocol", with the obligation to return them after the end of the Agreement.
- 2) For the loss, destruction or failure to return the ACC (within 7 days of the end of the Agreement), a fee will be charged in the amount specified in the Agreement.
- 3) If the ACC does not work for reasons beyond the User's control, it is replaced with a new one free of charge.
- 4) The KKD is issued to the User on the day of signing the Agreement, and its activation occurs after paying for the first Package. In the event of an invalid Package, the card is deactivated.
- 5) Additional, personalized KKDs for the User's Collaborators will be issued upon written (via email) notification from the User. The notification must include the first name, last name and e-mail address of the Collaborator.
- 6) The User and their Collaborators may not exchange or transfer their personalized KKDs to third parties.
- 7) The User and their Collaborators are obliged to register each entry and exit to the Coworking space using the KKD.
- 8) In the event of failure to register entry, hours from 08:00 to the time of exit registration will be charged. In the event of failure to register exit, hours will be charged until 08:00 the next business day.
- 9) In the event of forgetting the KKD, PPNT Gdynia does not guarantee the possibility of entering the Coworking space.

## **§ 7.**

### **Using Coworking resources**

#### **1. Room D1 in building II (available in the Subscription Package)**

- 1) Room D1 is used for meetings, video conferences and recordings.
- 2) Use of room D1 requires prior reservation on working days (Monday - Friday) from 8:30 a.m. to 3:30 p.m.
- 3) If the reservation has not been canceled, the User is charged an amount equal to the value for the entire period of the reservation made according to the Package Price List.
- 4) When using room D1 by the User or his authorized persons, their presence is required on site. It is not allowed to transfer the possibility of using the room resulting from the Agreement to other Users or third parties.
- 5) Unused hours of room rental due to the User under the Package do not transfer to subsequent settlement periods.
- 6) The key to room D1 is issued by a security officer in building III PPNT Gdynia. The key must be returned immediately after the reservation is completed to the security guard in building III PPNT Gdynia. In the event of failure to return the key to room D1, the hours from the start of the reservation to the moment the key is handed over to the security guard will be counted and settled in accordance with the Package Price List.
- 7) The User may not leave personal items in room D1 outside the hours in which it is reserved by him/her.
- 8) Leaving items unattended in room D1 will result in their removal on the next business day during the working hours of the Startup Zone team. Items left behind will be treated as abandoned and may be destroyed or disposed of by PPNT Gdynia at the User's expense.

#### **2. Phone booths**

- 1) As a rule, booths are covered by the reservation system.
- 2) Phone booths can be used without a reservation, subject to availability, while priority is given to the person with the reservation.
- 3) If the booth reservation has not been canceled, the reservation time will be settled from the Hours Package for the entire period of the reservation made according to the Hours Package.

#### **3. Coworking Library**

- 1) Users and Collaborators have the opportunity to use books located on the shelves of the library in the Coworking space.
- 2) Books can only be borrowed after prior notification to the Startup Zone team. The title of the book and the author should be given by e-mail or in person.
- 3) The information about the book borrowed including the dates borrowing and return should be sent by e-mail.

- 4) The book can only be returned in person to an SSG employee during regular SSG working hours.
- 5) For any damage, loss or failure to return the book on time, the User will be charged a contractual penalty in the amount of the current market value of the book. In order not to be charged a contractual penalty, the User may return an identical copy of the book lost to the Coworking Library.

#### **4. Internet access**

- 1) The Coworking space has access to a wired Internet network.
- 2) PPNT Gdynia provides RJ45 LAN network cables. PPNT Gdynia does not provide USB adapters or any other adapters.
- 3) PPNT Gdynia has separate wireless networks "Startup Zone" and "PPNT Gdynia":
  - a. "Startup Zone" network - closed, password-protected, dedicated to Users,
  - b. "PPNT Gdynia" network - open, publicly available, allowing you to log in as a guest. This network can be used occasionally and cannot be used for commercial purposes.
- 4) Detailed rules for using the wired and wireless networks are specified in the Instructions for Using the Internet in Coworking, available from SSG employees.

### **§ 8.**

#### **Order rules**

1. The User is obliged to immediately inform the Startup Zone Gdynia team in person or by e-mail about any damage and destruction of the infrastructure used.
2. The User is responsible for all damage and consequences resulting from the violation of the provisions of the Regulations caused by him, his Associates and Clients/Guests as for his own actions.
3. In the event of damage, PPNT Gdynia will create damage documentation together with a repair cost estimate, arrange the necessary repairs in accordance with the cost estimate, a copy of which will be previously sent to the User's e-mail address. The User will cover the full costs of removing the damage within 14 days from the date of delivery of the debit note or invoice issued directly to the User by the company performing the repairs ordered by PPNT Gdynia.
4. Animals may only stay in the Coworking space under the care of the owner/guardian.

In the event that animals behave loudly or aggressively, at the request of an employee of PPNT Gdynia or security, the User is obliged to immediately remove the animal from the coworking space. The User shall be held responsible for any damage, destruction or contamination caused by the animal brought by him. The animal must have a current vaccination package required by law.

5. The User is responsible for items left by the User, his Associates and Clients/Guests in the Coworking space.

6. Leaving personal items in the Coworking space results in their removal on the next business day during the working hours of the Startup Zone team. Left items will be treated as abandoned and may be destroyed or disposed of by PPNT Gdynia at the User's expense.

7. It is prohibited to move, repair, disassemble or dismantle furniture without permission, as well as to connect private heating, cooling devices, lighting installations of any kind or to place your own ICT devices used to separate or amplify the Internet signal.

8. Placing advertisements, markings, signs or banners in the Coworking space outside the places provided for this purpose by the Startup Zone Team is prohibited.

## **§ 9.**

### **Video monitoring**

In accordance with Art. 13 sec. 1-2 of Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27<sup>th</sup>, 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 (General Data Protection Regulation \_ hereinafter referred to as "GDPR"), we inform you that:

1. The administrator of the personal data of the Coworking User, in the form of an image, is the Pomeranian Science and Technology Park Gdynia (hereinafter referred to as the "Administrator"), Budget Unit of the Municipality of the City of Gdynia, al. Zwycięstwa 96/98, 81-451 Gdynia, NIP 586 213 83 02, e-mail: biuro@ppnt.pl; phone: 58 880 81 50.

2. In matters related to data protection, please contact the Data Protection Inspector, phone: 58 880 81 50, e-mail: iod@ppnt.pl.

3. The personal data of the Coworking User, in the form of an image, will be processed in order to ensure safety and order at the headquarters and around the Administrator's premises, to protect property belonging to the Administrator and to protect people.

4. The basis for the processing of the personal data of the Coworking User, in the form of an image, is art. 6 sec. 1 letter b, c GDPR and Art. 9a and Art. 50.2. of the Act of March 08<sup>th</sup>, 1990 on local government (consolidated text: Journal of Laws of 2023, item 40, as amended).

5. The video monitoring used by the Administrator consists in recording images by cameras installed at the Administrator's headquarters and around the premises:

1) the premises, the Administrator's headquarters or the area around the Administrator's headquarters, should be understood as the real estate located at al. Zwycięstwa 96/98 in Gdynia and at ul. Kadłubowców 3 together with the buildings located on it (including streets, parking lots, the immediate surroundings of buildings, the interiors of buildings, including their communication routes);

2) the monitoring does not cover sanitary facilities, cloakrooms, canteens and smoking rooms;

3) the video monitoring system consists of cameras recording events and devices recording and saving image recordings together with software for observing the recordings;

4) in the monitoring systems operated by the Administrator, the following information may be recorded in particular: image, manner of conduct, time, place and course of the event, vehicle registration plate numbers or other information about the monitored persons;

5) places covered by monitoring include an area of open public space, e.g. a street, a car park, etc., and an area of closed public space, e.g. the Administrator's facilities, rooms or passageways in the Administrator's buildings, etc.; 6) entrances to buildings, as well as rooms and the area covered by monitoring are visibly marked with boards with a drawing of the camera and the inscription "Monitored facility"; 7) monitoring is carried out 24 hours a day;

8) devices recording the image are located in a secured room. 6. The personal data of the Coworking User, in the form of an image, will be stored: 1) in electronic form in the form of an image from video monitoring and stored for a period of up to 30 days, and in the event that the recording is or may be evidence in proceedings conducted on the basis of law - until the final conclusion of the proceedings; image recordings obtained as a result of monitoring containing personal data are subject to destruction in a way that permanently prevents their reproduction, unless the applicable provisions of law provide otherwise; 2) within the scope of Article 6, letter b, c of the GDPR for a period no longer than necessary for the purposes for which the data is collected; 3) until you object to the processing.

7. The recipients of the Coworking User's personal data may be authorized public authorities, entities/institutions specified by law or entities providing security, monitoring and protection services and entities providing technical and technological services, including IT, cooperating with the Administrator on the basis of concluded agreements and arrangements (including entities processing entrusted data) in the performance of activities related to the statutory activities of the Administrator.

1) as a rule, the Administrator does not provide monitoring image recordings to third parties; exceptionally, image recordings may be provided on electronic media or for viewing only upon written, justified request and upon receipt to authorized persons or entities, while respecting the rights and freedoms of the monitored persons; sharing or allowing viewing of monitoring image recordings may take place only with the consent of the Administrator in consultation with the Data Protection Inspector;

8. The Coworking User's personal data, in the form of an image, will not be transferred outside the European Economic Area or to an international organization.

9. The Administrator does not make decisions in an automated manner, including profiling within the meaning of art. 22 sec. 1 and 4 of the GDPR.

10. Under the terms of the data protection regulations, the Coworking User has the right to request access to the content of their personal data, request their rectification, request their deletion or limit the processing and transfer of data. At any time, they have the right to object to the processing of data on the terms and to the extent resulting from the GDPR. The right to object to the processing of data does not apply if: the processing of personal data takes place on the basis of consent, the processing of data is necessary for the performance of the Agreement to which the Coworking User is a party, the processing is necessary for the Administrator to fulfill a legal obligation. The above requests can be sent to the addresses indicated in points 1 and 2.

11. The Coworking User has the right to lodge a complaint with the supervisory authority - the President of the Office for Data Protection, if they consider that the processing of their personal data violates the provisions on the protection of personal data.

## **§ 10.**

### **List of attachments**

1. Attachments to the Coworking Regulations at PPNT Gdynia:

Attachment No. 1 - Package price list

Attachment No. 2 - Coworking space lease agreement

Attachment No. 3 - Agreement on joining the PPNT Gdynia partner network