

**Part A**

**Application for access to the Internetowy System Zamawiania Trasy Pociągu (ISZTP) “Zamawiaj i jedź”**

Date: .....
<b>PKP Polskie Linie Kolejowe S.A.</b> <b>Centrum Zarządzania Ruchem Kolejowym</b> 03-734 Warszawa, ul. Targowa 74  e-mail: <a href="mailto:idoi@plk-sa.pl">idoi@plk-sa.pl</a>
<b>A. User of the “Zamawiaj i jedź” Internetowy System Zamawiania Trasy Pociągu (ISZTP)</b> Applicant's name:..... Postal code: ..... Place: ..... Street: ..... User's full name: ..... Estimated Timetable (SRJ) number (if owned by the user):..... Title: ..... Telephone No: ..... E-mail for contact: ..... E-mail for train path request: ..... Email for resignation: ..... <input type="checkbox"/> Railway undertaking applicants <input type="checkbox"/> Non-railway undertaking applicant
<b>B. Choice of rights</b>  <ul style="list-style-type: none"><li>• path requisition ..... <input type="checkbox"/></li><li>• agreeing a modified traffic arrangement<sup>1</sup> ..... <input type="checkbox"/></li><li>• ordering of shunting operations (e-SEPE)<sup>1</sup> ..... <input type="checkbox"/></li></ul>
<b>C. Confirmation by the applicant that they have applied for ISZTP system access</b>  Date: ..... Stamp and signature: .....

<sup>1</sup> Concerns applicant that is a railway undertaking

**NOTE**

Creating an ISZTP account is equivalent to creating an account for SKRJ OCTOPUS ACTIVE  
Part A - to be filled in for sending and retrieving orders  
Part B - to be filled in for downloading order  
Parts A and B are mutually exclusive.

1. Principles of providing SKRJ Web Service by PLK:
  - access to the service is granted **exclusively to licensed railway undertakings** registered in the SKRJ system; if sharing the service with third parties is identified, PLK reserves the right to block the access to the service for those entities,
  - the passive part of the service (endpoint **Passive**) is accessed by only one account of the downloading machine indicated by the railway undertaking and registered in the SKRJ system,
  - an account which has access to the passive part of the service **must be assigned a static IP address**,
  - in the passive part of the service, only one session per railway undertaking may be active at any given time,
  - the active part of the service (endpoint **Active**) is accessed by any account of a natural person registered in the SKRJ system,
  - the account having access to the active part of the service **does not have to be assigned a static IP address**,
  - in the active part of the service, only one session per account may be active at any given time.
2. Railway undertaking/applicant is obliged to ensure confidentiality of logins and passwords to ISZTP system and SKRJ OCTOPUS service received from PLK, used in identification and identity authentication processes.
3. The obligation to keep login names and access passwords, referred to in paragraph 2, confidential shall include, in particular, the prohibition to make them available to third parties and to store or leave them in a place where they could be discovered by unauthorised persons.

**Information obligation of PKP Polskie Linie Kolejowe S.A., hereinafter referred to as the Company, towards the Applicant applying for access to the Internetowy System Zamawiania Trasy Pociągu (ISZTP).**

1. The Company, acting under Article 13 of 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 Directive 95/46/EC (General Data Protection Regulation, Official Journal of the European Union L 119 of 2016, pp. 1-88), hereinafter referred to as "the GDPR", "the GDPR" would like to inform you that:
  - 1) The Personal Data Controller is PKP Polskie Linie Kolejowe Spółka Akcyjna, with its registered office in Warsaw, at: 03-734 Warszawa, ul. Targowa 74;
  - 2) the Company uses the following e-mail address: [iod.plk@plk-sa.pl](mailto:iod.plk@plk-sa.pl) of the Data Protection Officer at PKP Polskie Linie Kolejowe S.A., which has been made available to persons whose personal data shall be processed by the Company;
  - 3) personal data will be processed for the purpose of:
    - a) assigning an access account to a user and granting rights to the following modules: Path Requisition, Agreeing a Modified Traffic Arrangement, and Ordering Shunting Operations (e-SEPE), followed by the handling of user requests, and the provision of IT support services during the operation of the ISZTP system,
    - b) keeping the documentation in case of control by authorised bodies and entities;
    - c) transferring the documentation to the archives, and then its disposal (permanent removal and destruction);

- d) managing the user account and access rights to the ISZTP system, including reporting any changes thereto,
  - e) reporting ISZTP any system failure,
- within the scope of: ordinary data - name, surname, position held, employer's data, contact data, as well as in the case of submitting a power of attorney, statements and other documents - personal data contained therein;
- 4) the legal basis for the processing of personal data by the Company constitutes Article 6(1)(c) and (f) of the GDPR, whereas the legitimate interest of the Company is indicated by the assigning an access account to a user and granting rights to the following modules: Path Requisition, Agreeing a Modified Traffic Arrangement, and Ordering Shunting Operations (e-SEPE), followed by the handling of user requests, and the provision of IT support services during the operation of the ISZTP system,
  - 5) personal data may be made available to other recipients on the basis of the law, in particular to processors on the basis of concluded agreements;
  - 6) personal data shall not be transferred to a country outside the European Economic Area (third country) or an international organisation within the meaning of the GDPR;
  - 7) personal data shall be stored during the period in which the Company will achieve goals resulting from the legitimate interests of the data controller which are substantially related to the Agreement or obligations resulting from the provisions of generally applicable law;
  - 8) you have the right to request access to your personal data, its rectification, deletion or limitation of processing as well as the right to object to its processing and to transfer the data;
  - 9) you have the right to file a complaint to the supervisory body, i.e. the President of the Office for Personal Data Protection.
  - 10) The Company shall not carry out automated decision making, including profiling on the basis of personal data provided.
- 2. On behalf of the Company, the Applicant undertakes to inform all individuals whose data is indicated above of:
    - 1) the fact of providing personal data to the Company;
    - 2) processing of personal data by the Company.
  - 3. Pursuant to Article 14 of the GDPR, the Applicant undertakes to perform, on behalf of the Company, the duty to inform the persons referred to in section 2, providing them with the content of the information clause, referred to in section 1, at the same time indicating to such persons the Applicant as the source of the personal data which shall be at the Company's disposal.
  - 4. Any change in the scope of individuals whose personal data will be transferred in the process of assigning an access account to a user and granting rights to modules: The ordering of routes, the agreement of the changed traffic organisation and the ordering of shunting operations (e-SEPE), and the subsequent handling of user requests as well as the provision of IT support services during the operation of the ISZTP system shall also require the fulfilment of the obligations referred to in paragraphs 2 and 3.

.....  
(name stamp, legible signature - in accordance with Applicant's representation)

**Part B:**

**Request for granting access to the SKRJ OCTOPUS PASSIVE web service**

Date: .....
<b>PKP Polskie Linie Kolejowe S.A.</b> <b>Centrum Zarządzania Ruchem Kolejowym</b> 03-734 Warszawa, ul. Targowa 74 e-mail: <a href="mailto:idoi@plk-sa.pl">idoi@plk-sa.pl</a>
<b>A. Automated Web Service Account</b> Railway undertaking Name:..... Postal code:..... Place: ..... Street: ..... User's full name: ..... Estimated Timetable (SRJ) number (if owned by the user): ..... Title: ..... Telephone No: ..... E-mail for contact:..... Computer IP address (external): .....
<b>C. Confirmation of request for granting web service access</b>  Date: ..... Stamp and signature:.....

1. Principles of providing SKRJ Web Service by PLK:
  - access to the service is granted **exclusively to licensed railway undertakings** registered in SKRJ system; if sharing the service with third parties is identified, PLK reserves the right to block the access to the service for those entities,
  - the passive part of the service (endpoint **Passive**) is accessed only by one account of the downloading machine indicated by the railway undertaking and registered in the SKRJ system,
  - an account which has access to the passive part of the service **must be assigned a static IP address**,
  - in the passive part of the service, only one session per railway undertaking may be active at any given time,
  - the active part of the service (endpoint **Active**) is accessed by any account of a natural person registered in the SKRJ system,
  - the account having access to the active part of the service **does not have to be assigned a static IP address**,
  - in the active part of the service, only one session per account may be active at any given time.
2. Railway undertaking/applicant is obliged to ensure confidentiality of logins and passwords to ISZTP system and SKRJ OCTOPUS service received from PLK, used in identification and identity authentication processes.
3. The obligation to keep login names and access passwords, referred to in paragraph 2, confidential shall include, in particular, the prohibition to make them available to third parties and to store or leave them in a place where they could be discovered by unauthorised persons.

**Information obligation of PKP Polskie Linie Kolejowe S.A., hereinafter referred to as the Company, towards the Railway undertaking applying for access to the SKRJ OCTOPUS PASSIVE Web Service.**

1. The Company, acting under Article 13 of 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 Directive 95/46/EC (General Data Protection Regulation, Official Journal of the European Union L 119 of 2016, pp. 1-88), hereinafter referred to as “the GDPR”, “the GDPR” would like to inform you that:
  - 1) The Personal Data Controller is PKP Polskie Linie Kolejowe Spółka Akcyjna, with its registered office in Warsaw, at: 03-734 Warszawa, ul. Targowa 74;
  - 2) the Company uses the following e-mail address: [iod.plk@plk-sa.pl](mailto:iod.plk@plk-sa.pl) of the Data Protection Officer at PKP Polskie Linie Kolejowe S.A., which has been made available to persons whose personal data shall be processed by the Company;
  - 3) personal data will be processed for the purpose of:
    - a) assigning the user an access account to the SKRJ OCTOPUS PASSIVE Web Service,
    - b) keeping the documentation in case of control by authorised bodies and entities;
    - c) transferring the documentation to the archives, and then its disposal (permanent removal and destruction);
    - d) managing the user account and access rights to the SKRJ OCTOPUS PASSIVE Web Service, including reporting any changes thereto,
    - e) reporting a failure of the SKRJ OCTOPUS PASSIVE Web Service,

within the scope of: ordinary data - name, surname, position held, employer's data, contact data, as well as in the case of submitting a power of attorney, statements and other documents - personal data contained therein;

- 4) the legal basis for the processing of personal data by the Company constitutes Article 6(1)(c) and (f) of the GDPR, whereas the legitimate interest of the Company is indicated by the assigning an access account to a user and then the processing of user's requests as well as the provision of IT support services during the use of the SKRJ OCTOPUS PASSIVE Web Service:
  - 5) personal data may be made available to other recipients on the basis of the law, in particular to processors on the basis of concluded agreements;
  - 6) personal data shall not be transferred to a country outside the European Economic Area (third country) or an international organisation within the meaning of the GDPR;
  - 7) personal data shall be stored during the period in which the Company will achieve goals resulting from the legitimate interests of the data controller which are substantially related to the Agreement or obligations resulting from the provisions of generally applicable law;
  - 8) you have the right to request access to your personal data, its rectification, deletion or limitation of processing as well as the right to object to its processing and to transfer the data;
  - 9) you have the right to file a complaint to the supervisory body, i.e. the President of the Office for Personal Data Protection.
  - 10) The Company shall not carry out automated decision making, including profiling on the basis of personal data provided.
2. On behalf of the Company, the Railway undertaking undertakes to inform all individuals whose data is indicated above of:
    - 1) the fact of providing personal data to the Company;
    - 2) processing of personal data by the Company.
  3. Pursuant to Article 14 of the GDPR, the Railway undertaking undertakes to perform, on behalf of the Company, the duty to inform the persons referred to in section 2, providing them with the content of the information clause, referred to in section 1, at the same time indicating to such persons the Applicant as the source of the personal data which shall be at the Company's disposal.
  4. Any change in the scope of natural persons whose personal data will be transferred in the process of assigning the user an access account and granting rights to the SKRJ OCTOPUS PASSIVE Web Service, and then handling the user's requests, as well as providing IT support services during the operation of the SKRJ OCTOPUS PASSIVE Web Service, shall also require compliance with the obligations referred to in paragraphs 2 and 3.

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(name stamp, legible signature - in accordance with Railway undertaking's representation)