

Request to assign access to modules: Planowanie i Autoryzacja in the System Ewidencji Pracy Eksploatacyjnej (SEPE)

Date:
PKP Polskie Linie Kolejowe S.A. Centrum Zarządzania Ruchem Kolejowym 03-734 Warszawa, ul. Targowa 74 e-mail sepe2info@plk-sa.pl
A. USER DATA Railway undertaking Name: Postal code: Place: Street: User's full name: SRJ number (specify if assigned to the user): Title: Telephone No: E-mail for contact:
B. Choice of rights 1. Planning module (Planowanie) <input type="checkbox"/> 2. Authorisation module (Autoryzacja) <input type="checkbox"/>
C. Signature of the Railway undertaking Date: Stamp and signature:

1. Once the user has been assigned an access account and given permissions to the following modules: Planning and Authorisation in the SEPE System, the user will receive information concerning the first logging in to the e-mail address identified in the request for access.
2. The user receives from PKP PLK Login and Password to the SEPE system, established in Active Directory system of PKP PLK. The starting password needs to be changed by the user the first time they log in to the SEPE system.
3. The Active Directory system that manages user access accounts for SEPE requires a password change every 30 days. The SEPE system user is obliged to change the password in this period.
4. The SEPE system user may change their access password independently, earlier than 30 days after the last change, via the PKP PLK website <https://sts.plk-sa.pl/adfs/portal/updatepassword>
5. PKP PLK requires the users of SEPE system to use complex passwords, difficult to predict/guess. The password should consist of letters, numbers and special characters, with a length of at least 10 characters. The new password must not be similar to the previous one.

6. The Railway undertaking is obliged to ensure that login and access passwords used in identity identification and authentication processes related to the Planning and Authorization in the SEPE System modules received from PKP PLK are kept confidential by authorised users.
7. The obligation to keep login names and access passwords to the SEPE system, referred to in paragraph 6, 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.
8. The Railway undertaking is obliged to update the SEPE system user accounts and inform PKP PLK about the necessity to remove existing user account or create a new one.
9. Logging of Railway undertaking users into the SEPE system should only take place on a trusted device running a correctly configured, up-to-date anti-virus software.
10. A railway undertaking may use the SEPE system only directly through a web browser. No other use of any part of the SEPE system is permitted.
11. For the proper operation of the SEPE system, Google Chrome browser in the latest available version is recommended. When using the SEPE system, it is recommended to disable additions for the domain of sepe.plk-sa.pl that serve to “increase privacy of Internet browsing”, as they may interfere with functioning of the system.

**Information obligation of PKP Polskie Linie Kolejowe S.A., hereinafter referred to as the Company, towards the Railway undertaking applying for access to the following modules:
Planning and Authorisation in the System for Train Operation Record (SEPE)**

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 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: Planning and Authorisation in the SEPE System, then handling user requests, and providing IT support services during the operation of the SEPE System;
 - b) keeping the documentation in case of control by authorised bodies and entities;
 - c) transferring the documentation to the archives, and then its permanent removal and destruction;
 - d) managing the user account and access rights to the SEPE system, including reporting any changes thereto,
 - e) reporting SEPE 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: Planning and Authorisation in the SEPE System, then handling user requests, and providing IT support services during the operation of the SEPE 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 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 individuals whose personal data will be transferred in the process of assigning an access account to a user and granting rights to modules: Planning and Authorisation in the SEPE System, and then handling of user requests, as well as the provision of IT support services during the operation of the SEPE System, shall also require compliance with the obligations referred to in paragraphs 2 and 3.

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