

## REGULATIONS – Newsletter

1. Baltic Ports Organization the organizer of the newsletter shall hereinafter be referred to as the “Organizer”.
2. These Regulations specify:
  - a. types and scope of services provided by the Organizer electronically,
  - b. the conditions for the provision of electronic services,
  - c. the conditions for concluding and terminating contracts for the provision of electronic services,
  - d. complaint procedure
3. These Regulations cover the following services provided by the Organizer electronically:
  - a. sending the newsletter based on registration,
  - b. submitting a complaint via email,
4. A newsletter means an electronic newsletter sent by email after the recipient has subscribed to it.
5. The organizer provides services in the scope and under the conditions set out in these Regulations.
6. Expressing consent to sending the newsletter is tantamount to accepting the terms of these Regulations and concluding a contract for the provision of electronic services with the Organizer without the need to draw up a separate document.
7. The e-mail address is used to send only the information ordered by the recipient.
8. The organizer undertakes not to send illegal content within the meaning of art. 8 clause 3 point 2 lit. b) the Act on the provision of electronic services.
9. The Customer may at any time resign from services by submitting the appropriate instruction to the address: [bpo.office@actiaforum.pl](mailto:bpo.office@actiaforum.pl) and [bpo.sg@actiaforum.pl](mailto:bpo.sg@actiaforum.pl) The resignation is tantamount to the termination of the contract for the provision of a given service, however, this is not a termination of other possible contracts.
10. The organizer is not responsible for technical problems or restrictions of the software or hardware used by the recipient of the newsletter, which prevent him from using certain services.
11. The Customer may submit queries, comments and complaints related to the services provided to the e-mail address: [bpo.office@actiaforum.pl](mailto:bpo.office@actiaforum.pl) and [bpo.sg@actiaforum.pl](mailto:bpo.sg@actiaforum.pl)
12. Inquiries, comments and complaints should include the name and exact address of the person submitting the complaint, as well as a detailed description and reason for the complaint.
13. Consideration of inquiries, comments and complaints related to the provision of services takes place as soon as possible in electronic, written or telephone form.
14. The administrator of personal data contained in the application is ACTIA FORUM Limited Liability Company, based in Gdynia, 8 Pułaskiego Street. Personal data is processed to provide the newsletter, based on art. 6 clause 1 lit. a) Regulation (EU) 2016/679 of the European Parliament and of the Council (GDPR). Personal data is stored for the subscription period. The applicant has the right to access his personal data, rectify it and submit a complaint to the President of the Office for Personal Data Protection. Providing personal



data is voluntary, it does not result from regulations, failure to provide them will result in the inability to order. Based on personal data, no automated decisions are made, including no profiling.

