

# Division of responsibility between joint controllers of personal data

1. Pursuant to Article 26(1) of Regulation (EU) 2016/679 of the European Parliament and of the Council 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 (Official Journal of the European Union No. 119, p. 1) , hereinafter GDPR, the following co-controllers agree on their respective responsibilities regarding the fulfilment of their obligations under the GDPR
  - **J.W. Construction Holding Spółka Akcyjna** with its registered office in Ząbki (05-091), 326 Radzymińska St.,
  - **Zakład Energetyczny Użyteczności Publicznej Spółka Akcyjna (hereinafter: ZEUP S.A.)** with its registered office in Ząbki (05-091), 326 Radzymińska St.,
  - **Towarzystwo Budownictwa Społecznego "Marki" sp. z o.o. (hereinafter: TBS Marki Sp. z o.o.)**, with its registered office in Warsaw (01-234) 29/31 Kasprzaka St. ap. 1/4,
  - **J.W. Construction Sp. z o.o.** with its registered office in Ząbki (05-091), 326 Radzymińska St.,
  - **Dana Invest Sp. z o.o.** with its registered office in Ząbki (05-091), 326 Radzymińska St.,
  - **Varsovia Apartamenty Sp. z o.o.** with its registered office in Ząbki (05-091), 326 Radzymińska St.,
  - **Yakor House Sp. z o.o.** with its registered office in (35421), Krasnodar Krai, Sochi, Jakornaja Szcziel estate, 34 Gławnaja St. (Russia)
  - **Bliska Wola 4 Sp. z o.o.** with its registered office in Ząbki (05-091) 326 Radzymińska St.,
  - **Bliska Wola 4 Sp z o.o. 1 Limited partnership with its registered office in Ząbki (05-091)**, 326 Radzymińska St.,
  - **Bliska Wola 4 Sp. z o.o. 2 Limited partnership** with its registered office in Ząbki (05-091), 326 Radzymińska St.,
  - **Wola Invest Sp. z o.o.** >with its registered office in Ząbki (05-091), 326 Radzymińska St.,
  - **Hanza Invest S.A.** >with its registered office in Ząbki (05-091), 326 Radzymińska St.,
  - **Berensona Invest Sp. z o.o.** >with its registered office in Warsaw (00-195), 19/520 Słomińskiego St.,
  - **W.J. Invest Sp. z o.o.** with its registered office in Ząbki (05-091), 326 Radzymińska St.

2. The following table summarizes the data flows for the jointly controlled processes:

| Process  | Summary of data flows between joint controllers   |
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| <p style="text-align: center;">Recruitment</p> | <p><b>Joint controllers</b></p> <ul style="list-style-type: none"> <li>• J.W. Construction Holding Spółka Akcyjna including Czarny Potok Hotel, Hotels 500.</li> <li>• J.W. Construction Sp. z o.o.,</li> <li>• TBS Marki Sp. z o.o.,</li> <li>• Dana Invest Sp. z o.o.,</li> <li>• Varsovia Apartamenty Sp. z o.o.</li> <li>• ZEUP S.A.</li> </ul> <p><b>Data flow :</b></p> <p>The purposes of personal data processing are determined by the company on behalf of which the contract is concluded or handled. J.W. Construction Holding Spółka Akcyjna decides on the means of personal data processing.</p>   |
| <p style="text-align: center;">Employment</p>  | <p><b>Joint controllers</b></p> <ul style="list-style-type: none"> <li>• J.W. Construction Holding Spółka Akcyjna including Czarny Potok Hotel, Hotels 500,</li> <li>• J.W. Construction Sp. z o.o.,</li> <li>• TBS Marki Sp. z o.o.,</li> <li>• Dana Invest Sp. z o.o.,</li> <li>• Varsovia Apartamenty Sp. z o.o.</li> <li>• ZEUP S.A.</li> </ul> <p><b>Data flow :</b></p> <p>Personal files are stored in J.W. Construction Holding Spółka Akcyjna Contracts are also concluded there (also by other companies from the group)<br/> , unless branches or subsidiaries have a power of attorney.<br/> In the case of fulfilment of current employee obligations, personal data are processed by companies and branches competent for each of the following employees (cooperation with customers, contractors and attendance lists).</p> <p>The purposes of personal data processing are determined by the company on behalf of which the contract is concluded or handled. J.W. Construction Holding Spółka Akcyjna decides on the means of personal data processing.</p> |

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| <p>Bookkeeping</p>                       | <p><b>Joint controllers</b></p> <ul style="list-style-type: none"> <li>• J.W. Construction Holding Spółka Akcyjna including Czarny Potok Hotel, Hotels 500,</li> <li>• J.W. Construction Sp. z o.o.,</li> <li>• TBS Marki Sp. z o.o.,</li> <li>• Dana Invest Sp. z o.o.,</li> <li>• Varsovia Apartamenty Sp. z o.o.,</li> <li>• Yakor House Sp. z o.o.,</li> <li>• Bliska Wola 4 Sp z o.o. 1 Limited partnership,</li> <li>• Bliska Wola 4 Sp. z o.o. 2 Limited partnership,</li> <li>• Wola Invest Sp. z o.o.,</li> <li>• Bliska Wola 4 Sp. z o.o.,</li> <li>• Hanza Invest Sp. z o.o.,</li> <li>• Berensona Invest Sp. z o.o.,</li> <li>• ZEUP S.A.,</li> <li>• W.J. Invest Sp. z o.o.</li> </ul> <p><b>Data flow:</b></p> <p>The accounting department of J.W. Construction Holding Spółka Akcyjna receives invoices from various companies (their classification is indicated by the employees of a particular department).</p> <p>The purposes of personal data processing are decided by the company on behalf of which the contract is concluded or handled. J.W. Construction Holding Spółka Akcyjna decides on the means of personal data processing.</p> |
| <p>Purchases, tender and contractors</p> | <p><b>Joint controllers</b></p> <ul style="list-style-type: none"> <li>• J.W. Construction Holding Spółka Akcyjna including Czarny Potok Hotel, Hotels 500,</li> <li>• J.W. Construction Sp. z o.o.,</li> <li>• TBS Marki Sp. z o.o.,</li> <li>• Dana Invest Sp. z o.o.,</li> <li>• Varsovia Apartamenty Sp. z o.o.,</li> <li>• Yakor House Sp. z o.o.,</li> <li>• Bliska Wola 4 Sp z o.o. 1 Limited partnership,</li> <li>• Bliska Wola 4 Sp. z o.o. 2 Limited partnership,</li> <li>• Wola Invest Sp. z o.o.,</li> <li>• Bliska Wola 4 Sp. z o.o.,</li> <li>• Hanza Invest Sp. z o.o.,</li> <li>• Berensona Invest Sp. z o.o.,</li> <li>• ZEUP S.A.,</li> <li>• W.J. Invest Sp. z o.o.</li> </ul>  |

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|   | <p><b>Data flow:</b></p> <p>The purposes of personal data processing are determined by the company on behalf of which the contract is concluded or handled. J.W. Construction Holding Spółka Akcyjna decides on the means of personal data processing.</p>   |
| <p><b>Hotel supplies and catering</b></p> | <p><b>Joint controllers</b></p> <ul style="list-style-type: none"> <li>• J.W. Construction Holding Spółka Akcyjna including Czarny Potok Hotel, Hotels 500,</li> <li>• Varsovia Apartamenty Sp. z o.o.</li> <li>• Dana Invest Sp. z o.o.</li> </ul> <p><b>Data flow:</b></p> <p>The purposes of personal data processing are determined by the company on behalf of which the contract is concluded or handled. J.W. Construction Holding Spółka Akcyjna decides on the means of personal data processing.</p>   |
| <p><b>Design documentation</b></p>        | <p><b>Joint controllers</b></p> <ul style="list-style-type: none"> <li>• J.W. Construction Holding Spółka Akcyjna including Czarny Potok Hotel, Hotels 500,</li> <li>• J.W. Construction Sp. z o.o.,</li> <li>• TBS Marki Sp. z o.o.,</li> <li>• Dana Invest Sp. z o.o.,</li> <li>• Varsovia Apartamenty Sp. z o.o.,</li> <li>• ZEUP S.A.,</li> <li>• Yakor House Sp. z o.o.,</li> <li>• Bliska Wola 4 Sp z o.o. 1 Limited partnership,</li> <li>• Bliska Wola 4 Sp. z o.o. 2 Limited partnership,</li> <li>• Bliska Wola 4 Sp. z o.o.,</li> <li>• Hanza Invest Sp. z o.o.,</li> <li>• W.J. Invest Sp. z o.o.</li> </ul> <p><b>Data flow:</b></p> <p>J.W. Construction Holding Spółka Akcyjna prepares design documentation and collects permits also in the name and for the benefit of other companies of the capital group, which carry out their investments. The purposes of personal data processing are determined by the company on behalf of which the contract is concluded or handled. J.W. Construction Holding Spółka Akcyjna decides on the means of personal data processing.</p> |

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| <p style="text-align: center;"><b>Marketing</b></p>             | <p><b>Joint controllers</b></p> <ul style="list-style-type: none"> <li>• J.W. Construction Holding Spółka Akcyjna including Czarny Potok Hotel,<br/>Hotels 500,</li> <li>• J.W. Construction Sp. z o.o.,</li> <li>• Dana Invest Sp. z o.o.,</li> <li>• Varsovia Apartamenty Sp. z o.o.,</li> <li>• ZEUP S.A.</li> <li>• Bliska Wola 4 Sp z o.o. 1 Limited partnership,</li> <li>• Bliska Wola 4 Sp. z o.o. 2 Limited partnership,</li> <li>• Bliska Wola 4 Sp. z o.o.,</li> <li>• Hanza Invest Sp. z o.o.,</li> <li>• W.J. Invest Sp. z o.o.</li> </ul> <p><b>Data flow:</b></p> <p>Sometimes companies market products or services of other group companies. In such a case, the responsibility for providing the legal basis (e.g. collecting approvals) and fulfilling the information obligation lies with the company that runs marketing activities</p> |
| <p style="text-align: center;">Sales of hotel services</p>      | <p><b>Joint controllers</b></p> <ul style="list-style-type: none"> <li>• J.W. Construction Holding Spółka Akcyjna including Czarny Potok Hotel,<br/>Hotels 500,</li> <li>• Dana Invest Sp. z o.o.,</li> </ul> <p><b>Data flow:</b></p> <p>The purposes of personal data processing are determined by the company on behalf of which the contract is concluded or handled. J.W. Construction Holding Spółka Akcyjna decides on the means of personal data processing.</p>  |
| <p style="text-align: center;">Sales of commercial services</p> | <p><b>Joint controllers</b></p> <ul style="list-style-type: none"> <li>• J.W. Construction Holding Spółka Akcyjna including Czarny Potok Hotel,<br/>Hotels 500,</li> <li>• Dana Invest Sp. z o.o.,</li> <li>• Varsovia Apartamenty Sp. z o.o.</li> </ul> <p><b>Data flow:</b></p> <p>It is possible that an employee of the Dana Hotel in Szczecin, or Varsovia (separate companies), sells the services of the Hotel 500 (determines the until the signing of the contract, which is concluded by the director of the 500 (power of attorney). The purposes of personal data processing are determined by the company on behalf of which the contract is concluded or handled. J.W. Construction Holding Spółka Akcyjna decides on the means of personal data processing.</p>  |

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| <p>Lease sales</p>            | <p>Joint controllers</p> <ul style="list-style-type: none"> <li>• J.W. Construction Holding Spółka Akcyjna,</li> <li>• Varsovia Apartamenty Sp. z o.o.</li> </ul> <p>Data flow:</p> <p>The purposes of personal data processing are determined by the company on behalf of which the contract is concluded or handled. J.W. Construction Holding Spółka Akcyjna decides on the means of personal data processing.</p>   |
| <p>Real estate management</p> | <p>Joint controllers</p> <ul style="list-style-type: none"> <li>• The administrator of the real estate in Cracow is an external entity - Grzegorz Woźniak NKrak, 8/14 Czarnogórska St., 30-638 Cracow.</li> <li>• J.W. Construction Holding Spółka Akcyjna,</li> <li>• TBS Marki Sp. z o.o.</li> </ul> <p>Data flow:</p> <p>The purposes of personal data processing are determined by the company on behalf of which the contract is concluded or handled. J.W. Construction Holding Spółka Akcyjna decides on the means of personal data processing.</p>                |
| <p>Customer service</p>       | <p>Joint controllers</p> <ul style="list-style-type: none"> <li>• J.W. Construction Holding Spółka Akcyjna including Czarny Potok Hotel, Hotels 500,</li> <li>• J.W. Construction Sp. z o.o.</li> <li>• TBS Marki Sp. z o.o.</li> <li>• Dana Invest Sp. z o.o.</li> <li>• Varsovia Apartamenty Sp. z o.o.</li> <li>• ZEUP S.A.</li> <li>• Bliska Wola 4 Sp z o.o. 1 Limited partnership,</li> <li>• Bliska Wola 4 Sp. z o.o. 2 Limited partnership,</li> <li>• Bliska Wola 4 Sp. z o.o.,</li> <li>• Hanza Invest Sp. z o.o.,</li> <li>• W.J. Invest Sp. z o.o.</li> </ul> |

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|  | <p><b>Data flow:</b></p> <p>All correspondence within the processes is handled at <b>holding@jwc.pl</b> and <b>j.cop@jwc.pl</b> - these are e-mails serving the office, which are decreed. The same applies to paper correspondence, which takes part in the process. The purposes of personal data processing are determined by the company on behalf of which the contract is concluded or handled. J.W. Construction Holding Spółka Akcyjna decides on the means of personal data processing.</p> |
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| <p><b>Secretaries</b></p> | <p><b>Joint Controllers</b></p> <ul style="list-style-type: none"> <li>• J.W. Construction Holding Spółka Akcyjna including Czarny Potok Hotel,<br/>Hotels 500,</li> <li>• J.W. Construction Sp. z o.o.</li> <li>• TBS Marki Sp. z o.o.</li> <li>• Dana Invest Sp. z o.o.</li> <li>• Varsovia Apartamenty Sp. z o.o.</li> <li>• ZEUP S.A.</li> <li>• Bliska Wola 4 Sp z o.o. 1 Limited partnership,</li> <li>• Bliska Wola 4 Sp. z o.o. 2 Limited partnership,</li> <li>• Bliska Wola 4 Sp. z o.o.,</li> <li>• Hanza Invest Sp. z o.o.,</li> <li>• W.J. Invest Sp. z o.o.</li> </ul> <p><b>Data flow:</b></p> <p>The purposes of personal data processing are determined by the company on behalf of which the contract is concluded or handled. J.W. Construction Holding Spółka Akcyjna decides on the means of personal data processing.</p> |
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| <p>Warranty repairs</p> | <p><b>Joint controllers</b></p> <ul style="list-style-type: none"> <li>• J.W. Construction Holding Spółka Akcyjna including Czarny Potok Hotel,<br/>Hotels 500,</li> <li>• J.W. Construction Sp. z o.o.,</li> <li>• TBS Marki Sp. z o.o.,</li> <li>• Dana Invest Sp. z o.o.,</li> <li>• Varsovia Apartamenty Sp. z o.o.,</li> <li>• ZEUP S.A.</li> <li>• Bliska Wola 4 Sp z o.o. 1 Spółka komandytowa,</li> <li>• Bliska Wola 4 Sp. z o.o. 2 Spółka komandytowa,</li> <li>• Bliska Wola 4 Sp. z o.o.,</li> <li>• Hanza Invest Sp. z o.o.,</li> <li>• W.J. Invest Sp. z o.o.</li> </ul> <p><b>Data flow:</b></p> <p>The purposes of personal data processing are determined by the company on behalf of which the contract is concluded or handled. J.W. Construction Holding Spółka Akcyjna decides on the means of personal data processing.</p> |
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| <p>Legal department</p> | <p><b>Joint controllers</b></p> <ul style="list-style-type: none"> <li>• J.W. Construction Holding Spółka Akcyjna including Czarny Potok Hotel,<br/>Hotels 500,</li> <li>• J.W. Construction Sp. z o.o.,</li> <li>• TBS Marki Sp. z o.o.,</li> <li>• Dana Invest Sp. z o.o.,</li> <li>• Varsovia Apartamenty Sp. z o.o.,</li> <li>• Yakor House Sp. z o.o.,</li> <li>• Bliska Wola 4 Sp z o.o. 1 Limited partnership,</li> <li>• Bliska Wola 4 Sp. z o.o. 2 Limited partnership,</li> <li>• Wola Invest Sp. z o.o.,</li> <li>• Bliska Wola 4 Sp. z o.o.,</li> <li>• Hanza Invest Sp. z o.o.,</li> <li>• Berensona Invest Sp. z o.o.,</li> <li>• ZEUP S.A.,</li> <li>• W.J. Invest Sp. z o.o.</li> </ul> <p><b>Data flow:</b></p> <p>The purposes of personal data processing are determined by the company on behalf of which the contract is concluded or handled. J.W. Construction Holding Spółka Akcyjna decides on the means of personal data processing.</p> |
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| <p><b>Building security</b></p> | <p><b>Joint controllers</b></p> <ul style="list-style-type: none"> <li>• <b>J.W. Construction Holding Spółka Akcyjna including Czarny Potok Hotel,</b><br/><b>Hotels 500,</b></li> <li>• <b>J.W. Construction Sp. z o.o.,</b></li> <li>• <b>TBS Marki Sp. z o.o.,</b></li> <li>• <b>Dana Invest Sp. z o.o,</b></li> <li>• <b>Varsovia Apartamenty Sp. z o.o.,</b></li> <li>• <b>ZEUP Sp. z o.o.</b></li> </ul> <p><b>Data flow:</b></p> <p><b>The purposes of personal data processing are determined by the company on behalf of which the contract is concluded or handled. J.W. Construction Holding Spółka Akcyjna decides on the means of personal data processing.</b></p> |
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3. The responsibilities of the individual joint controllers for the fulfilment of the obligations arising from the GDPR, in particular with regard to the exercise of the data subject's rights and the obligations of the joint controllers with regard to the provision of the information referred to in Articles 13 and 14, have been established as follows:
- a) The performance of duties related to deciding on the purposes of personal data processing, including the issues described in the register of processing activities, is the responsibility of the company on behalf of which the agreement is concluded or handled. These issues include determining: the purpose of the processing; the categories of data subjects; the categories of personal data processed; the categories of recipients; the scope of personal data transferred outside the EU.
  - b) J.W. Construction Holding S.A. is responsible for deciding on technical and organisational measures for processing personal data, including the resources involved in personal data processing operations, unless another joint controller processes data on its own behalf and on its own resources, in which case the joint controller is responsible.
  - c) The exercise of data subjects' rights is the responsibility of the joint controller who is able to physically fulfil the request in a given case (e.g. delete or make personal data available). If a request can be met by more than one joint controller, the one who received the request or who first became aware of it shall be responsible for the processing of the request.

- d) The controller who first collects personal data from joint controllers is responsible for collecting consent to the processing of data and for fulfilling the information obligation, also on behalf of other controllers..
4. Pursuant to Article 26(1) of the GDPR, the following e-mail address shall be designated as contact point for data subjects: [biuro@jwc.pl](mailto:biuro@jwc.pl)
  5. Pursuant to Article 26(3) of the GDPR, notwithstanding this division of responsibilities, the data subject may exercise his or her rights under the GDPR towards any of the joint controllers. The co-controller to whom the request is addressed by the data subject shall immediately forward the request to the contact point. A request shall be executed under the responsibility of the joint controller responsible in accordance with the allocation of responsibility referred to in paragraph 3 of these arrangements, if the joint controller is informed of the request.
  6. Pursuant to Article 26(2) of the GDPR, the provisions of paragraphs 2 to 4 shall be made available to data subjects by each joint controller through their publication on the relevant joint controllers' websites.
  7. This document has been drawn up on the basis of up-to-date records of the processing operations carried out by each joint controller. If there is a need to reconcile the responsibilities for fulfilling the duties of the GDPR, each joint controller shall promptly inform the other joint controllers.
  8. This division of responsibilities shall enter into force on the day of signature for each joint controller.
  9. This document has been drawn up in fourteen copies, one for each joint controller.