***Annex 2***

***to the Regulations of the Coworking Space***

***in the Pomeranian Science and Technology Park Gdynia***

**APPLICATION FORM**

**1. BASIC INFORMATION**

|  |  |
| --- | --- |
| Company name/First name and last name |  |
| Contact person |  |
| Contact details (e-mail address, phone no.) |  |
| Company's registered address/residence address |  |
| VAT identification number (NIP) |  |
| National Business Registry Number (REGON) |  |
| Branch | ICT  Automation  Robotics  Biotechnology  Environment protection  Creative industries (design, industrial design, graphics and applied arts, multimedia, architecture) |
| Idea implemented | ☐ Individually ☐ With a team |
| ☐ By a natural person☐ Within an existing company |
| Date and place of company registration  (if any) |  |
| Web address (if any) |  |
| How do you know about the coworking space in the Startup Zone? | ppnt.pl  Startup Zone Facebook  Friends/family  City Hall  Other (specify) ……………………………………………………………………….. |

**2. PRODUCT / SERVICE DATA**

|  |  |
| --- | --- |
| **General product/service information** | |
| Working name/title |  |
| What is the stage of the project? | Conceptual stage  Prototype  Testing  Implementing |
| What is the key product/service? |  |
| Who are the recipients/customers of the product/service? |  |
| How do you win customers? |  |
| Describe how you imagine your business in three years. |  |
| What elements distinguish the idea from its competitors? |  |
| What is your role in the project? |  |
| What kind of support - APART FROM THE OFFICE INFRASTRUCTURE - do you expect from the coworking space/Startup Zone to develop your idea? |  |
| How can you help other coworkers develop their business? |  |

**3. DECLARATIONS**

1. I declare that I am authorized to represent the company.
2. I declare that the information provided in this form is accurate.

|  |  |
| --- | --- |
| ...........................  Date | ..................................................................................................  Signature |

**INFORMATION CLAUSE**

1. The administrator of your personal data is the Pomeranian Science and Technology Park, a budgetary unit of the Commune of Gdynia al. Zwycięstwa 96/98, 81-451 Gdynia, Tax Identification Number (NIP) 220588129, e-mail: biuro@ppnt.gdynia.pl, telephone: 58 880 81 50.
2. The data will be processed for the following purposes:
   1. for purposes related to your application to the Startup Zone coworking space (Article 6 section 1 point b) of the GDPR);
   2. for accounting and bookkeeping purposes - pursuant to the Accounting Act of 24 September 1994 (Article 6 section 1 point c) of the GDPR),
   3. for statistical purposes and for effectiveness of activities undertaken by PPNT Gdynia to support entrepreneurship; to monitor the implementation of the project "Pomeranian Science and Technology Park - expansion - stage 4", co-financed by the Regional Operational Programme of Pomorskie Voivodeship 2007-2013 and to determine, investigate and defend against claims, which constitutes a legitimate interest of the Administrator in accordance with Article 6 section 1 point f) of the GDPR.
3. Personal data will be stored for a period depending on the purpose for which they were collected, i.e. respectively:
   1. for the period of duration of the application process and after its completion for a period justified by the Administrator's interest,
   2. for the period of submitting an objection to the processing of personal data, referred to in point 5) below,
   3. for the period of revoking the consent to the processing of personal data (as an image),
   4. until the expiry of the limitation period for potential claims.
4. Providing the data is voluntary, but without providing the data it will not be possible for you to apply for admission to the Startup Zone at the Administrator of Personal Data.
5. You have the right to revoke your consent at any time without affecting the lawfulness of any processing that was carried out on the basis of consent before its revocation.
6. The recipients of your personal data will be entities cooperating with the Administrator on the basis of agreements concluded for the performance of activities related to Administrator’s statutory activity, i.e. entities providing the following services: IT, legal, accounting, and other auxiliary services.
7. Data will not be transferred outside the European Economic Area or to any international organization.
8. We will not make automated decisions based on your personal information, including profiling.
9. In accordance with the data protection regulations, you have the right to access the content of your personal data, rectification, erasure or limitation of data processing, the right to object to the processing and the right to transfer data, as well as the right to revoke your consent to the processing of personal data.
10. You have the right to lodge a complaint with the supervisory authority - the President of the Data Protection Office - if you consider that the processing of your personal data violates the provisions on personal data protection.
11. For any issues related to your data, please contact the Data Protection Officer, tel. 58 880 81 50, e-mail: biuro@ppnt.gdynia.pl.