

**Personnel Accreditation System (SAP)**  
**GENERAL CONDITIONS FOR ACCREDITED PERSONNEL**

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These general conditions regulate the relations, rights and obligations between the Tarragona Port Authority (hereinafter APT) and the accredited personnel, employees and drivers of companies that provide commercial services or that carry out industrial, commercial or other activities in the domain port public, as well as public entities or bodies with powers in the port area of the port of tarragona, regarding the Personnel Accreditation System to access the port of Tarragona (hereinafter SAP).

The APT reserves the right to modify or alter these conditions, as well as suspend the application of the system without prior notice.

#### **OBTAINING ACCREDITATIONS**

- The personnel identification data will be provided by the companies to the APT through the data capture screens via the internet, at the following address: [www.porttarragona.cat](http://www.porttarragona.cat)
- In order to collect your identification, you must provide an official identity card or Passport.

#### **TERMS OF USE**

- The identification card that is provided to accredited personnel in the port area of the APT, allows him free access to the interior of the aforementioned area for the performance of his mission, for which he undertakes to comply with and observe the rights and obligations prescribed by these general conditions.
- The use of the card is personal and non-transferable.
- The card is the property of the APT and must be returned to the first request.
- The accredited is responsible for the good use and conservation of the identification card that is provided to him.
- The APT reserves the right to suspend, cancel or refuse the issuance of identification cards without prior notice, as well as the right to modify the identification system or replace it with any other.
- The accredited is obliged to identify himself through the identification card issued for that purpose, as well as to prove his identity, at the request of any member of the Port Police, as well as before any other agent of the authority who is interested in his identification in the inside the port area or its facilities.

#### **THEFT OR LOST CARDS**

- If a card is stolen or lost, its holder must notify his company and the APT immediately, using for this purpose the most efficient and fastest means available and even request the necessary assistance.
- You can communicate it by phone to the Accreditation center office at number 977 230 456 or to the Tarragona Port Police during 24 hours a day at phone 977 259 419. Once the incident has been reported, the APT will proceed to cancel or disable the aforementioned card.
- When communicating this incident, the holders must provide their name and surname, the name of their company, a contact telephone number or email address, as well as the details and

concurrent circumstances in the reported loss or theft, without prejudice to presenting the corresponding complaint before the competent authority, if applicable.

- Likewise, you must go to the Accreditation Center to issue/obtain a new accreditation card or provisional authorization.
- If you later find your accreditation card, you must notify this circumstance immediately to the Accreditation Center, where you will receive the appropriate instructions.

## REPLACEMENT OF DAMAGED, STOLEN OR LOST CARDS

- The issuance of new SAP credit cards, either due to loss or theft or deterioration, is subject to prior payment of the corresponding issuance cost.

## VALIDITY TERM OF ACCREDITATIONS

- The accreditations will be valid between two and four years, depending on the nature and duration of the work carried out by the accredited person.

## DATA PROTECTION

In compliance with the provisions of the General European Data Protection Regulation RGPDUE 20106/679, of April 27, 2016, and with Organic Law 3/2018, of December 5, the APT informs that the personal data that is communicated and collected in the application for registration in the Carrier Identification System, will be subject to treatment in order to control access to port facilities and may be transferred to other competent authorities for the exercise of their legally established functions.

You can exercise your rights of access, rectification, cancellation, opposition and, where appropriate, portability and limitation, by sending a letter accompanied by a photocopy of the D.N.I to the following address: Passeig de l'Escollera, s/n – 43004 TARRAGONA or by sending it by email to [dpd@porttarragona.cat](mailto:dpd@porttarragona.cat) and access + info-rgpdue through our website [www.porttarragona.cat](http://www.porttarragona.cat).

Regardless of the information provided by the APT in terms of data protection to the owners of the data that are subject to treatment by it, the transferee company undertakes to provide the information contained in the preceding paragraphs to those of its workers of those who provide data, as well as to inform the APT of the cessation of the access needs of the people for whom it is requested.

Company/Organization: \_\_\_\_\_

Mr./Mrs. \_\_\_\_\_ acknowledges receipt of the present conditions and agrees the terms described above

Date and signature

Consejos para la conservación de la tarjeta



No doblarla



No dejarla  
expuesta  
al sol



Guardarla de manera  
individual



No agujerear



Evitar mojarla