

Personnel Accreditation System (SAP)

GENERAL CONDITIONS

FOR COMPANIES PROVIDING COMMERCIAL SERVICES OR THAT CARRY OUT INDUSTRIAL, COMMERCIAL OR OTHER ACTIVITIES IN THE PUBLIC PORT DOMAIN, AND PUBLIC ENTITIES OR ORGANIZATIONS WITH COMPETENCES IN THE PORT AREA OF THE PORT OF TARRAGONA

These general conditions regulate the relations, rights and obligations between the Tarragona Port Authority (hereinafter APT) and companies with a work center in the port area, supply companies and auxiliaries of the port activity, companies that transport consumables, supplies, etc. ... for its use and consumption in the port area, as well as for public entities and organizations with powers in the port area, in terms of the Personnel Accreditation System (hereinafter SAP) and accredited personnel, employees and drivers of those.

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

COMPANY REGISTRATION:

The supply companies that wish to access with their goods transport vehicles, or the other companies and public institutions mentioned above whose personnel must access the facilities and premises of the port of Tarragona will request the APT to register them in the SAP registry created for this purpose, which will be accessible online on the page www.porttarragona.cat. This registry will be different from that authorized for transport companies that load or unload merchandise with maritime origin or destination, and will not qualify to carry out merchandise transport operations if its origin or destination is maritime.

The request will be made by accessing the WEB page, providing the company data indicated therein. THE APT will verify the veracity of the same and once the application is approved, the APT may request documentation related to it from the company; Deed of Constitution of the company, Deed of Notarial Powers, DNI of the proxy, signed general conditions for service provider companies and service contract/invoice/delivery note with the company resident in the port area with which they maintain a relationship. Said documentation may be provided to the APT by courier or certified mail through certified or witnessed copies or even by the legal representative of the company with the original documentation.

Once the requesting company's data has been validated, it will have a user password and an access code to be able to enter the personal data of the personnel it wishes to accredit. These data will allow the company to carry out the necessary procedures for the registration of its drivers and staff, and other procedures required in the SAP. It will be the responsibility of the companies to keep said data with due diligence, which is what identifies them before the APT.

COST OF ISSUE OF IDENTIFICATION CARD AND METHOD OF PAYMENT:

The cost for issuing the card will be 31 euros (VAT included) and must be paid at the Accreditation Center by cash or debit/credit card when the user personally collects the card.

Reissue due to loss or theft or damage is subject to prior payment of the corresponding issuance cost.

REGISTRATION EXPIRATION:

The inscriptions of companies in the register will be canceled ex officio by the APT after a period of inactivity of one year by a company.

REGISTRY MANAGEMENT:

- The companies will request identification cards for the personnel they have hired, indistinctly for employees with a labor contract as well as for subcontractors who work exclusively for them and must present the contractual relationship between them and the company that registers them.
- Identification cards will be issued by the APT and will remain its property at all times. The APT reserves the right to refuse, suspend or cancel a card already issued.
- The companies will keep an updated list of the personnel registered by them using the SAP website and accessing its secure access section with username and password. Thus, the company must keep the data related to its personnel up to date; update them, terminate them or register new employees.
- If a registered employee stops providing services for the company that has registered him or her in the system, the latter must immediately notify the APT using their private access to the SAP website in order for them to proceed to do so. of withdrawal as personnel attached to it, and the APT may eventually block the authorization to prevent access on behalf of the company.
- If an employee already has accreditation for having obtained it through a company, but later goes on to provide their services in another company already accredited before the SAP of the APT, the latter must register the new employee in its list of registered personnel. to the object that the SAP identifies as attached to the latter. In the event that the first company has not removed you as its employee, the system will send you an email to it informing it that the employee has been transferred to another company.
- The company undertakes to notify and inform its registered personnel of any communication that the APT makes for registered personnel.
- The company undertakes to notify the APT immediately of any loss or theft of the identification card, so that it can be blocked.

- Accreditations for crew members (not yet operational)

The accredited consignee companies may request a number of accreditations for crew members from the SAP according to their needs.

These accreditations will be issued without visible identification. It will be the responsibility of the consignee company to deliver these accreditations to the crew members who require them and their collection and control.

The validity of these crew accreditations will be limited to one year.

The issuance of crew accrediting cards, as well as their reissuance due to loss, theft or deterioration, is subject to prior payment of the corresponding issuance cost.

USERNAME AND ACCESS CODE:

The company commits to:

- Maintain the confidentiality of the data corresponding to access codes and personal data, as well as maintain a privacy control policy for them.
- Notify the APT of any circumstance that could affect the security or unauthorized use thereof.
- Implement the necessary internal procedures to ensure compliance with the above obligations, including the prohibition to share them, as well as implement the necessary mechanisms that prevent a computer terminal connected to the SAP from being used by another user.

LIMITATION OF LIABILITY:

The company expressly accepts and acknowledges that:

- The APT is not responsible for any damage or harm caused by the use of the SAP. - The company declares to know that the security measures adopted by the SAP are limited to the verification of correspondence and existing communications between the username and its corresponding access code, not reaching the risks of possible interference and undue interference in communications.
- The company bears the necessary expenses for the acquisition and maintenance of equipment and communication networks to connect with the SAP.

The APT undertakes to maintain internal security procedures to ensure the confidentiality of SAP data.

SUSPENSION OR CANCELLATION OF SAP ACCREDITATIONS:

The APT reserves the right to suspend, cancel or deny the use of the computer connection to the SAP:

- Due to the suspicion or knowledge of the unauthorized use of any of your access codes or usernames.
- Due to the lack of respect and breach of the general conditions of use that are regulated in the present.
- In the event that the connection of a user could affect the proper functioning of the SAP, due to a lack of protection against viruses, affect the level of security of the system or for any other similar circumstance.

INDEMNITIES:

- The company hereby agrees to indemnify the APT for damages or losses that it may cause to SAP, to the integrity and confidentiality of its databases, as well as for any other damages or damages caused to third parties, due to improper use. or without respecting the obligations prescribed by these General Conditions.
- The company accepts and acknowledges that the APT will not be liable for any damages that may be caused by the use and utilization of the SAP.
- The company accepts and acknowledges that the APT will not be liable for the improper or incorrect use that third parties may make of the SAP.

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 processed in order to control access to the 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 and access + info-rpgdue through our website 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 whom you provide data, as well as to inform the APT of the strike regarding the access needs of the people for whom it is requested

OTHERS:

- The personal data entered in these applications and the attached photographs will be processed by the APT accreditation management application exclusively for the purpose for which they are requested, in accordance 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. In any case, the rights may be exercised after a period of six months.
- Obtaining the corresponding accreditation will be without prejudice to compliance, enforceability and, where appropriate, possession, when required, of the corresponding enabling title for the occupation of the port public domain, for the provision of general services by indirect management, for the provision of basic services or for the provision of commercial services and the development of industrial, commercial or other activities in the port public domain; All this in accordance with the provisions of Royal Legislative Decree 2/2011, of September 5, which approves the Consolidated Text of the Law on State Ports and the Merchant Navy.