

## **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 the TPA) and the accredited personnel, employees and drivers of companies that provide commercial services or undertake activities of an industrial, commercial or other nature in the public port domain, as well as those public bodies or organizations with jurisdiction in the area of the port of Tarragona, with regard to the Personnel Accreditation System for entering the port of Tarragona (hereinafter the SAP).

The TPA reserves the right to modify or alter these conditions and to suspend the application of the system without prior notice.

### **HOW TO OBTAIN ACCREDITATIONS:**

- Companies will provide the TPA with the information needed to identify their personnel via the Internet using the data capture screens at the following address: [www.porttarragona.cat](http://www.porttarragona.cat)
- The TPA will advise the interested party by e-mail or SMS when their identification document is ready to be collected, at which time they must attend in person. If the company has not already attached a photograph in \*.jpg format to the Internet application form, an identification photograph will then be taken and the information provided will be checked.
- In order to collect the identification document, the member of staff must bring their original identity document, as well as a bank receipt confirming payment of the card issue fee determined by the TPA.

### **CONDITIONS OF USE:**

- The identification card authorizes an accredited person to operate in the areas of the port under the control of the TPA, allowing free access to said area to carry out their assigned task or tasks; in turn, said person agrees to observe and comply with all the rights and obligations stipulated in these general conditions.
- Use of the card is personal and non-transferable.
- The card remains the property of the TPA and must be returned immediately if requested.
- The accredited person is responsible for the proper use and care of the identification card they are issued with.
- The TPA reserves the right to suspend, cancel or refuse to issue an identification card without prior notice, as well as to modify the identification system or replace it with any other.
- The accredited person is obliged to identify themselves using the identification card

issued for that purpose, as well as to identify themselves when required to do so by any member of the Port Police or any other agent of the port authority who requests this in the area of the port or its facilities.

#### **LOSS OR THEFT OF CARD:**

- In the event of the loss or theft of a card, the holder must immediately inform their company and the TPA by the quickest and most efficient means available to them, even requesting assistance if necessary.
- A loss or theft can be reported by telephoning the SAP office on 977 230 456 or the Tarragona Port Police 24 hours a day on 977 259 450. Once an incident has been reported, the TPA will cancel or revoke the card concerned.
- When reporting an incident, the holder must give their name and surname, their company name, a contact telephone number or e-mail address, as well as the details and circumstances of the reported loss or theft, without prejudice to the corresponding report to the proper authorities, if applicable.
- They must also go to the Accreditations Centre to obtain a new identification card or temporary authorization.
- If the identification card is subsequently found, the Accreditations Centre should be informed immediately and it will give the appropriate instructions.

#### **REPLACEMENT OF WORN, LOST OR STOLEN CARDS:**

- The issue of new SAP identification cards due to theft, loss or wear is subject to prior payment of the corresponding fee.

#### **IDENTITY CARD VALIDITY PERIOD:**

- Accreditations will be valid for a maximum of four years, depending on the type and duration of the work carried out by the accredited person.

#### **DATA PROTECTION:**

In compliance with the provisions of Act 15/1999 of 13 December for the Protection of Personal Data, the TPA advises that the personal data communicated to it by virtue of this agreement, including the content of the applications for registry in the Personnel Accreditation System, will be handled in order to control access to the port facilities and may be ceded to other competent authorities for the exercise of their legally established functions.

The TPA, as the body responsible for the file, recognizes for the owners of the data the possibility of exercising free of charge the right to access, rectify, cancel and dispute said data by communicating in writing to Passeig de l'Escollera, s/n, 43004, Tarragona, attaching a copy of the document that accredits their identity, expressly indicating which right they wish to exercise.

Independently of the information that in terms of Data Protection may be provided by the TPA to the owners of the data it handles, the assignee company agrees to provide the

information contained in the above paragraphs to those of their employees for whom they provide data, as well as informing the TPA of any cessation of the need for access by any of the persons for whom they have requested it.

(Texto a incorporar en el acuse de recibo de las conditions generales que firmará el conductor al recoger su acreditación)

Mr/Ms. \_\_\_\_\_ acknowledges receipt of these general conditions and declares that:

In compliance with the provisions of Act 15/1999 of 13 December for the Protection of Personal Data, the TPA advises that the personal data included in this application, as well as those attached to it, will be handled in order to control access to the port facilities and may be ceded to other competent authorities for the exercise of their legally established functions.

The TPA, as the body responsible for the file, recognizes the possibility of exercising free of charge the right to access, rectify, cancel and dispute said data by communicating in writing to Passeig de l'Escolera, s/n, 43004, Tarragona, attaching a copy of a document that accredits their identity, expressly indicating which right they wish to exercise.

By signing this document, the interested party expressly authorizes the TPA to handle their data within the above-described terms.