

## **Regulations for Handling the Property Found on the Premises of the Warsaw Modlin Airport**

### §1

These Regulations are issued on the basis of the following legal acts:

1. Found Property Act of 20 February 2015 (Journal of Laws 2015.397, consolidated text of 12 April 2019. (Journal of Laws of 2019, item 908), hereinafter referred to as the Found Property Act;
2. Civil Code Act of 23 April 1964 (consolidated text: Journal of Laws 2022, item 1360, as amended);
3. Aviation Law Act of 2 July 2002 (consolidated text: 2022, item 1235, as amended);
4. Regulation (EC) No. 300/2008 of the European Parliament and of the Council of 11 March 2008 on common rules in the field of civil aviation security and repealing Regulation (EC) No. 2320/2002 (OJ L 97, 09.04.2008, p. 72);
5. Commission Implementing Regulation (EU) 2015/1998 of 5 November 2015 laying down detailed measures for the implementation of the common basic standards on aviation security (OJ EU.L.2015.299.1, as amended);
6. Regulation of the Minister of Transport, Construction and Maritime Economy dated 4 September 2012 on basic order regulations related to ensuring safety and security of flights and order at the airport (Journal of Laws 2012.1023);
7. Regulation of the Minister of Infrastructure on the National Civil Aviation Security Program of 2 December 2020 (Journal of Laws of 2021, item 17, consolidated text of 11 July 2022, Journal of Laws of 2022, item 1785)

### §2

Whenever these Regulations refer to:

1. The Airport - it means the Warsaw Modlin airport entered in the register of civil airports maintained by the President of the Civil Aviation Office;
2. The Administrator - it means the Administrator of the Warsaw Modlin Airport, i.e., the Company Mazowiecki Port Lotniczy Warszawa-Modlin Sp. z o.o. with its registered office in Nowy Dwór Mazowiecki, ul. Gen. Wiktora Thommee 1 A, 05-102 Nowy Dwór Mazowiecki, entered in the Register of Entrepreneurs kept by the District Court for the Capital City of Warsaw, XIV Commercial Division of the National Court Register under KRS number: 0000184990, share capital of PLN 353,228,500, REGON: 011248734, NIP: 522-10-25- 337; BDO: 000075150
3. Security Services - it means the Border Guard, the Police, the Internal Security Agency and the Airport Security Service, performing tasks at the Airport;
4. Property - it means any item (including any piece of luggage), left or found at the Airport;
5. The Lost and Found Office - it is understood as the place for accepting and releasing lost and found property, which is located at the airport information desk in the hall of the Airport that is accessible to all, phone No.: +48 801 801 880, +48 22 315 18 80;

6. Starost - it means the Starost of the Nowy Dwór County, address: Starostwo Powiatowe (County Starosty) w Nowym Dworze Mazowieckim, ul. Ignacego Paderewskiego 1B, 05-100 Nowy Dwór Mazowiecki;
7. The Police - it means Komenda Powiatowa Policji (County Police Headquarters), ul. Ignacego Paderewskiego 3, 05-100 Nowy Dwór Mazowiecki;
8. The Finder - it means the person who has found the Property on the premises of the Airport, in particular the person who hands the Property over to the Administrator (to the Lost and Found Office);
9. Liquids, aerosols and gels - it means the liquids, aerosols and gels as defined in point 4.0.4. a) of the Annex to Commission Implementing Regulation (EU) 2015/1998 of 5 November 2015 laying down detailed measures for the implementation of the common basic standards on aviation security (OJ EU.L.2015.299.1, as amended).

### §3

The provisions of the Found Property Act will apply to the handling of the property found at the Airport, subject to the provisions of these Regulations, in particular § 4 hereof.

### §4

1. For security reasons, Property must not be left unattended at the Airport.
2. An item left unattended will be subject to inspection by the relevant services, and its owner may be fined in accordance with applicable laws.
3. When inspecting the Property, may become damaged or destroyed.
4. The food, liquids, aerosols and gels left or found at the Airport are subject to disposal.
5. An item thrown into a trash can or left in the immediate vicinity of a trash can will be deemed to have been left unattended and abandoned for the purpose of disposal in accordance with Article 180 of the Civil Code, subject to section 6 of these Regulations.
6. It is forbidden to throw suitcases, backpacks, bags, etc. into a trash can. The owner of such an item of Property discarded in a trash can may be fined in accordance with applicable regulations.

### §5

Anyone who notices an item of Property left unattended in the terminal area, the parking lot in front of the terminal, the terminal access road, sidewalks, or elsewhere at the Airport, **IS OBLIGED TO IMMEDIATELY REPORT THAT FACT** to the Airport Security Service or other Airport personnel.

### §6

- Acceptance of the Property to the Lost and Found Office will be confirmed in the appropriate report - a certificate of acceptance, drawn up by a person working in the Lost and Found Office, according to the template attached as appendix No. 1 to these Regulations.
- Report - Acknowledgment of Acceptance contains, according to the type of the Property (in the case of a packed piece of luggage - items located in the luggage):
  - Number of the report with the date of completion
  - Mandatory data of the finder/person handing it over

a) full name of the Finder

b) address of residence of the Finder

c) other contact information voluntarily provided by the Finder

- Description of the Property:

1. Detailed name
2. Amount
3. Detailed description
4. Type
5. Make
6. Color
7. Size
8. Serial number
9. Date of finding
10. Time of finding

- Name and position of the receiving person
- Full name of the person handing over the Property for safekeeping
- Request for finder's fee or lack thereof
- Property after being handled by the Border Guard or not
- Condition of the Property after 3 days
- Accepted/not accepted at the County Office (Starostwo Powiatowe)
- Information clause
- Consent clause - claims
- Declaration
- Instruction

1.

- The report referred to in § 6(2) will also be drawn up if the Finder indicates the place where the item of Property is located.
- The report referred to in § 6 (2) and (3) will be drawn up in two copies, one of which to be retained by the Administrator, and the other one to be given to the Finder/persona handing over the Property.

## §7

1. An item of Property found at the Airport may be collected from the Airport only in person, by its owner, within 3 days of when it was found.
2. Conditions for releasing the Property to the person entitled to collect it:
  1. providing a detailed description of the Property, including its characteristics, or providing documents proving ownership of the Property;
  2. presenting an identity document;
  3. paying the storage costs for each piece of luggage and maintaining the Property in a proper condition. The amount due should be paid to the Administrator at the Lost and Found Office located in the public hall of the terminal that is accessible to all. The amount for storage of Items is charged in accordance with the applicable price list posted at [www.modlinairport.pl](http://www.modlinairport.pl).
  4. Payment can only be made in cash.
1. The person handling the Lost and Found Office will make a copy of the documents confirming the ownership of the Property.
2. While issuing the Property to the person entitled to collect it, the person handling the Lost and Found Office is obliged to:
  1. verify the identity of the person entitled to collect the Property;
  2. prepare a Property release report including:
    - Number of the acceptance report with date
    - Data of the person collecting the Property
  
    - Full name
    - type/number of identity document

1. Documents attached to this Report: copy of the document confirming ownership of the Property

- Number of the document confirming payment of the fee for storage of the Property
- Declarations of the person collecting the Property
- Full name of the person releasing the Property
- Border Guard notification information
- Information clause
- Consent clause - claims
- Declaration
- Instruction

## §8

1. After three days from the day the Property was found or accepted, the Administrator will hand it over to the Starost who may, however, refuse to accept the Property if the estimated value of the Property does not exceed PLN 100, unless it is a Property of

historical, scientific or artistic value. If the Starost refuses to accept the Property, the provisions of § 9 of these Regulations will apply.

2. If a payment or credit card is found or handed over to the Administrator, the Administrator will immediately inform the bank that such a card has been found and will destroy it in the presence of a commission.

## §9

In the event of refusal by the Starost to accept the Property, the Administrator may handle the Property at his discretion.

## §10

1. For the purpose of carrying out the activities referred to in these Regulations, personal data will be processed in accordance with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation); Official Journal of the EU L 119, p. 1), under the terms of appendix No. 3 to these Regulations.

### Appendices:

1. Template of the Report - Acknowledgement of Acceptance of the Property to the Lost and Found Office at the Warsaw Modlin Airport
2. Template of the Report on Release of the Property from the Lost and Found Office at the Warsaw Modlin Airport
3. Information Clause Concerning the Processing of Personal Data