

## Information clause on the processing of personal data



*Ladies and Gentlemen,*

Pursuant to Article 13 (1) and (2) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46 / WE (Journal of Laws UE L 119 of 04/05/2016) we would like to inform you that:

**Administrator** of personal data is the Muzeum Tatrzańskie im. dra Tytusa Chałubińskiego, address: 34-500 Zakopane ul. Droga na Koziniec 8, contact: email [biuro@muzeumtatrzańskie.pl](mailto:biuro@muzeumtatrzańskie.pl), phone: (0048) 18 20 15 205.

As a personal data controller, we make every effort to ensure the confidentiality and security of your personal data and process it in accordance with the law.

Contact with the Office's Data Protection Officer with Mr. Grzegorz Drewniak is possible via the e-mail address: [iod@muzeumtatrzańskie.pl](mailto:iod@muzeumtatrzańskie.pl) , telephone number: (0048) 799 186 893.

**The purpose of processing your personal data** by the Museum is:

- performance of the mandate contract that connects us, contract for specific work, provision of services in accordance with art. 6 section 1 letter. b of the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46 / EC, hereinafter referred to as "GDPR",
- fulfillment of reporting and settlement obligations with the Social Insurance Institution, tax and settlement obligations as well as accounting and reporting obligations,
- legitimate interest of the Personal Data Administrator in accordance with art. 9 (2) (f) of the GDPR, when processing is necessary to establish, assert or defend claims,

**The scope of the processed data includes your data** in the scope of: name and surname, address including the city, postal code, street, apartment number, tax identification number, bank account number and e-mail address, telephone number, information for the correct determination of tax issues, social security contributions.

**The period of storage of your personal data**

We will store your personal data contained in the documentation related to the concluded contract for the entire time for which the contract will be performed, and later, i.e. until the expiry of the limitation period for any claims arising from this contract and in connection with the implementation of tax, accounting and archiving obligations provided for by law. After this period, the personal data will be deleted.

**MUZEUM TATRZAŃSKIE**

**im. Dra Tytusa Chałubińskiego w Zakopanem**

ul. Krupówki 10, 34-500 Zakopane

adres do korespondencji: Droga na Koziniec 8, 34-500 Zakopane

tel. +48 18 20 152 05; 18 20 129 35

[biuro@muzeumtatrzańskie.pl](mailto:biuro@muzeumtatrzańskie.pl)

[www.muzeumtatrzańskie.pl](http://www.muzeumtatrzańskie.pl)

### **Your personal data may be shared:**

- Entities to whom we are obliged to provide data under applicable law, including the Tax Office, Social Insurance Institution, banks.
  - Entities processing data on our behalf, entities servicing our ICT systems.
- Personal data is not shared** outside the European Economic Area (EEA).

### **You have rights in connection with the processing of personal data:**

- **The right to rectify data** – that is, correcting personal data when they are incorrect, have changed or become obsolete,
  - **Right to partial or complete deletion of data ("right to be forgotten")**- that is, deletion of data that is processed without legitimate legal grounds,
  - **The right to limit data processing**- that is, restriction of data processing only to their storage,
  - **Right to access data** – that is, obtaining information about the purpose and method of processing your personal data and a copy of the data,
  - **The right to data portability** – that is, obtaining your personal data that you have provided to us or indicating another administrator to whom we should provide them, if technically possible.
- The scope of these rights and the situations in which they can be used depend on the law.**
- **Right to object** – you may at any time object to the processing of data in special situations, if we process them in a legitimate interest or in the public interest. We will stop processing data for these purposes, unless there are other overriding legitimate grounds for processing.

You can exercise these rights by submitting an application to the register of the office.

The scope of the rights that you can exercise results from the provisions of the law. In the case of the fulfillment of the poviat's obligations with the application of legal provisions, the right to partial or complete deletion of data ("the right to be forgotten") and the right to limit data processing do not fully apply.

- **Right to lodge a complaint** to the supervisory body (the President of the Office for Personal Data Protection) in the scope of provisions on the protection of personal data.

**The museum does not make automated decisions.**

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