

## **Information clause on personal data processing of participants of training courses organized by the National Library**

In accordance with Art. 13 sec. 1-2 of 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) (OJ EU L 119, p. 1, as amended) – hereinafter referred to as GDPR – we inform you that:

1. The controller of your personal data is the National Library with its registered office in Warsaw, al. Niepodległości 213, 02-086 Warsaw.
2. You can contact our Data Protection Officer by sending an e-mail to the following address: [daneosobowe@bn.org.pl](mailto:daneosobowe@bn.org.pl) or by sending a letter to the address of the National Library provided above.
3. Your personal data will be processed for the purposes of:
  - 1) organisation of training, including for the purposes of recruitment, ongoing communication and issuing a certificate after training completion, if applicable – the legal basis for data processing is the necessity of processing to perform a task carried out in the public interest in connection with the execution by the National Library of its statutory tasks and with the provisions of the Act of 27 June 1997 on Libraries (Article 6 sec. 1 letter e of the GDPR);
  - 2) compliance with the legal obligation to which the controller is subject to issue an invoice for participation in the training – pursuant to the Act of 11 March 2004 on Tax on Goods and Services (Article 6 sec. 1 letter c of the GDPR);
  - 3) archiving documentation – based on legal obligation to which the controller is subject pursuant to Act of 14 July 1983 on National Archival Resources and Archives (Article 6 sec. 1 letter c of the GDPR);
  - 4) legal defence in the event of any complaints or claims – based on the legitimate interest of the controller in defending its rights (Article 6 sec. 1 letter f of the GDPR);
  - 5) sending information about training courses or other events organised by the National Library, if you have given your consent (Article 6 sec. 1 letter a of the GDPR).
4. Your personal data will be stored for a period consistent with the archiving regulations in force at the National Library. Your application will be stored for 3 years, counted from the year following the training, the certificate of training completion (copy) will be stored for 5 years, counted from the year following the training, the records of trainees will be stored for 50 calendar years, counted from the year following the training, data related to issuing an invoice will be stored for 5 years, counted from the year following the tax obligation. Data processed on the basis of consent will be stored until it is withdrawn or the purpose ceases.

5. Your personal data may be made available to entities authorized to process them under the law and to other entities with which the National Library cooperates when organizing training.
6. You have the right to access your data and the right to rectify, erase, restrict processing and exercise the right of data portability (if applicable in specific cases). In the scope of personal data processed on the basis of consent, you have the right to withdraw consent at any time, without affecting the lawfulness of processing carried out before the withdrawal.  
You have the right to object to the processing of personal data.
7. You have the right to lodge a complaint with the President of the Personal Data Protection Office (ul. Stawki 2, 00-193 Warsaw) if you believe that the processing of your personal data violates the provisions of the GDPR or other laws regulating the processing and protection of personal data.
8. Your personal data will not be used for automated decision-making or profiling.
9. Providing your personal data is voluntary; however, failure to provide data will result in the inability to participate in the training.