

## **Information clause on personal data processing in the process of correspondence**

According to the Art. 13, Section 1 and 2 and Art. 14, Sections 1 and 2 of 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 - GDPR), we inform that:

- 1) The Administrator of your personal data is the Polish Geological Institute – National Research Institute based in Warsaw (00-075), 4 Rakowiecka Str. (PGI-NRI);
- 2) The Administrator can be contacted by:
  - postal to the address of PGI-NRI headquarters,
  - by e-mail: [biuro@pgi.gov.pl](mailto:biuro@pgi.gov.pl),
  - by phone: +48 22 459 20 20;
  - by e-PUAP
  - by e-delivery
- 3) In PGI-NRI there has been the Data Protection Officer appointed with whom you can contact in matters of protection and processing of personal data by e-mail address: [iod@pgi.gov.pl](mailto:iod@pgi.gov.pl) or in writing to the address of PGI-NRI headquarters.

### **Legal basis and purposes for data processing**

Depending on a type of case, your personal data will be processed on the basis:

- 1) Art. 6, Section 1, letter c of GDPR regulation, to fulfill the obligation of the Administrator, resulting from the regulations:
  - Act of 14 June, 1960 on The Code of Administrative Procedure or
  - Act of 3 October, 2008 on access to information on environment and environmental protection, public contribution to environmental protection and environmental impact assessments or
  - Act of 6 September, 2001 on access to public information or
  - Act of 11 July, 2014 on petitions or
  - Act of 30 May, 2014 on consumer rights or
  - Regulation of the Minister of the Environment of 30 October 2017 on gathering and access to geological information and
  - Regulation of the Council of Ministers of 8 January 2002 regarding the receipt and consideration of complaints and applications and
  - Act of 14 July, 1983 on archival fonds and archives and
  - Regulation of the Prime Minister of 18 January 2011 regarding office instruction, uniform material lists of acts and instruction regarding organization and scope of activity of company archives;
- 2) Art. 6, Section 1, letter e of GDPR regulation, in connection with the performance of a task carried out in the public interest.

Your personal data will be processed for the purposes of:

- 1) Consideration of application, petition, complaint, registration,
- 2) Providing an answer for other correspondence, regarding particularly issues connected with PGI-NRI statutory activities.

Afterward, your personal data will be processed for the purpose of comply with a legal obligation of the Administrator regarding the documents archiving.

### **Information on requirement to provide data**

Providing the identification personal data is required by generally binding law, especially Art. 63, Para. 2-3a of The Code of Administrative Procedure, and is necessary for providing an answer for your official letter. Lack of contact details will make it impossible to answer. Regarding complaints

and application, giving contact details is obligatory, according to Para. 8, Section 1 of the Regulation of the Council of Ministers of 8 January 2002 regarding the receipt and consideration of complaints and applications. Regarding complaint, application, petition or registration lack of contact data will result in disregard a request. Providing other personal data is voluntary.

### **Data recipients**

Personal data obtained from you:

- will be forwarded to the service providers of PGI-NRI, especially: IT services, legal services, auditing services, accounting services, courier services, archival and documents destruction and
- can be forwarded to the entities authorized to data access in accordance with the statutory law in force.

### **Data retention periods**

Your personal data will be processed for the period necessary to achieve the indicated processing purposes or for the period established by law.

Your personal data will be retained for the period established by law regarding documentation archiving, according to uniform material list of files obligatory in PGI-NRI.

### **Rights of data subjects**

You have the right to:

- access your data and receive a copy of it – subject to Art. 15 of GDPR,
- rectify (amend) and supplement your personal data – subject to Art. 16 of GDPR,
- erase your personal data – subject to Art. 17 of GDPR,
- restrict the processing of your personal data – subject to Art. 18 of GDPR,
- raise an objection against your personal data processing – subject to Art. 21 of GDPR.

To exercise above rights you should contact PGI-NRI or the Data Protection Officer, by using the given contact data.

You have the right to lodge a complaint with the President of the Data Protection Authority if you consider that PGI-NRI processes your data in violation of the regulations of GDPR.

### **Information on automated decision-making process**

On the basis of your personal data, PGI-NRI will not make decisions resulted from automated processing, including decisions resulted from profiling, which could impact your legal status or could otherwise influence your rights or duties.