

On .....

.....  
 (first name and last name)

.....  
 (first name and last name)

.....  
 (address of residence)

.....  
 (address of residence:)

**POWER OF ATTORNEY**

I hereby authorize **Mr. / Mrs.** .....

residing at

to settle in the Civil Registry Office in Krakow all matters related to:

- **placing** in the Polish civil registry the act confirming: **birth / marriage / death\***  
 drawn up with the first name (s) and last name (s):

1. ....
2. ....
3. ....

- **supplementing / correcting** the act transferred to the Polish civil status register,

- **recording other entries that affect the content or validity of the act**

- collecting documents, including copies of civil status records.

At the same time, I/we authorize the representative to grant further powers of attorney in the above mentioned case\*\*.

\* underline as appropriate \*\* delete if unnecessary

*I hereby determine the degree of relationship between me / us and the representative:*

.....

Dear Client, in accordance with art. 13 par. 1 and par. 2 of the general data protection regulation of April 27, 2016, be informed that the administrator, that is, the entity deciding how your personal data is used, is the Mayor of the City of Krakow with the seat at Pl. Wszystkich Świętych Square, 31-004 Krakow.

Your personal data will be processed by us in order to: Make civil status records, transcripts, certificates, keep civil status records and issue administrative decisions, as well as prepare an allographic will. Fulfil the obligation resulting from the regulation of the Council of Ministers regarding public statistics and the act on population records. Please be advised that:

1. You have the right to request the administrator to access your personal data, rectify it, limit the processing of it, and the right to transfer the data.
2. Your personal data will be processed until the case for which your data has been collected is settled, and then it will be stored with us for the period in accordance with the Regulation of the Prime Minister of 18 January 2011 on office instructions, uniform material lists of files and instructions on the organization and scope of activities of company archives and the Act of 28 November 2014 on the Civil Records Act.
3. You have the right to file a complaint regarding the processing of your data by us to the supervisory body, which is the President of the Office for Personal Data Protection.
4. Providing personal data is a statutory requirement and is mandatory.
5. The consequence of not providing data is the inability to implement submitted applications.
6. The legal basis for the processing of your data is the provisions of the Act on civil status records and other legal acts, under which cases in the field of registration of civil status, changes of names and surnames and the preparation of a allographical testaments are executed.

What is more, be informed you that you have the right to object at any time - for reasons related to your particular situation - to the processing of your personal data.

Contact details of the Data Protection Supervisor: address- e-mail: iod@um.krakow.pl. Postal address: Wielopole 17a, 31-072 Krakow

.....  
 (Signature)

.....  
 (Signature)

