

## GDPR INFORMATION OBLIGATION

### INFORMATION OF THE ADMINISTRATOR ON THE PROCESSING OF PERSONAL DATA

#### I. Indication of the Administration

Please be advised that the administrator of your personal data is the Mayor of the City of Krakow with headquarters at 3-4 Wszystkich Świętych Square, 31-004 Krakow.

#### II. Indication of the Data Protection Officer

You can contact the Data Protection Officer regarding the protection of your personal data: e-mail: [iod@um.krakow.pl](mailto:iod@um.krakow.pl) or in writing to the address: 17a Wielopole, 31-072 Krakow

#### III. Purposes and legal basis for processing your personal data

The legal basis for the processing of your data is art. 6 par. 1 letters c) and e) 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/EC (general regulation on protection data) (Journal of Laws EU L 119, 05/04/2016, p. 1) - hereinafter: **GDPR**, i.e. **the data will be processed in order to fulfil the legal obligation of the administrator, perform a task carried out in the public interest or as part of the exercising public authority entrusted to the Administrator**, in particular the implementation of the statutory tasks of the office (e.g. issuing decisions on building conditions, decisions to determine location of public purpose investment, building permit decision, in order to conduct proceedings pursuant to Art. 1 of the Code of Administrative Procedure)

In other cases, your personal data will be processed on the basis of previously granted consent to the extent and purpose specified in the content of the application to the public administration body.

#### IV. Obligation to provide personal data

Providing your personal data is a statutory requirement (Code of Administrative Procedure), resulting from the implementation of obligations arising from legal provisions. Personal data can also be collected from parties to administrative proceedings, they can come from IT systems to which the authority has access in accordance with legal provisions or from third parties and other entities.

If you do not provide your personal data, it shall not be possible to initiate and conduct the case from your request or will prevent a party from providing active participation in the administrative procedure in accordance with the Code of Administrative Procedure.

#### V. Information about the recipients of your personal data

The data will be made available only to entities authorized pursuant to legal provisions, in particular to entities authorized to inspect the files of proceedings.

#### VI. Processing periods of personal data

Your personal data will be processed as part of documentation kept in paper and electronic form for the period resulting from legal provisions, in particular the Act of 14 July 1983 on the national archival resource and archives and the Regulation of the Prime Minister of 18 January 2011 on the office instructions, uniform material lists of files and instructions on the organization and scope of activities of company archives.

## **VII. Rights of the data subject**

In relation to the processing of your personal data, you have the following rights:

1. the right to access personal data, including the right to obtain a copy of the data;
2. the right to request rectification (correction) of personal data - if the data is incorrect or incomplete;
3. the right to request the deletion of personal data; in the cases in which the controller processes data pursuant to art. 6 par. 1 letters c) and e) of the GDPR, the data can be deleted after the end of the archiving period, unless a specific provision provides otherwise;
4. the right to request the restriction of personal data processing if one of the circumstances specified in art. 17 par. 1 of the GDPR, unless a specific provision provides otherwise;
5. the right to object to the processing for reasons related to your particular situation - to the processing of personal data based on art. 6 par. 1 letter e) of the GDPR, unless a specific provision provides otherwise;
6. right to data transfer.

The exercise of the above rights must comply with the provisions of law on the basis of which the data is processed, including the principles arising from the Code of Administrative Procedure or archiving.

## **VIII. The right to withdraw consent to the processing of my personal data**

To the extent that your personal data will be processed on the basis of your consent, you have the right to withdraw it. Withdrawal of the consent shall not affect the lawfulness of the processing which was carried out on the basis of your consent before its withdrawal.

## **IX. Profiling**

The administrator does not provide for automated decision making, including profiling based on your personal data.

## **X. Right to lodge a complaint with the supervisory body**

If you find that the processing of your personal data violates the provisions of the GDPR, you have the right to lodge a complaint with the competent supervisory authority, the President of the Office for Personal Data Protection with its registered office at 2 Stawki, 00-193 Warsaw.