

Appendix to the SC-3 procedure

Krakow, on .....

.....	.....
<i>first name and last name of the woman</i>	<i>first name and last name of the man</i>
.....	.....
<i>PESEL number</i>	<i>PESEL number</i>
.....	.....
<i>contact telephone number</i>	<i>contact telephone number</i>

**Head  
of the Civil Registry Office  
in Krakow**

Please accept the declaration of marriage outside the Civil Registry Office at

.....

(exact indication of the site of concluding a marriage, address)

.....

on..... at.....

We're declaring that the indicated place ensures the maintenance of a solemn form for concluding a marriage and the safety of persons present when submitting declarations of concluding a marriage.

.....

Legible signature of the woman

.....

Legible signature of the man

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

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 3-4 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 matter for which your data has been collected has been collected and then stored with us for a period consistent with the regulation of the Prime Minister of 18 January 2011 regarding the office instructions, uniform factual lists of files and instructions on the organization and scope of operation of company archives and the Act of 28 November 2014. The Law on Civil Status Records.
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 Inspector

E-mail address: [iod@um.krakow.pl](mailto:iod@um.krakow.pl).

Postal address: Wielopole 17a, 31-072 Krakow

Data Protection Inspector

Krakow, 25 May 2018