

Information clause regarding the processing of personal data by the  
Municipal Social Welfare Centre in Krakow.

Municipal Social Welfare Centre with its seat at Józefińska 14, 30-529 Krakow, as the administrator of your personal data, pursuant to art. 13 of Regulation 2016/679 of the European Parliament and of the Council (EU) of 27/04/2016 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 regulation on the protection of data), hereinafter referred to as the GDPR, informs that:

1. Your personal data will be processed for the purpose of granting social aid benefits, pursuant to art. 6 section 1 latter c, section 3, art. 9 section 2 letter b of the GDPR, article 16 and art. 100 (2) of the Act on social aid.
2. Your personal data may be made available to the following categories of data recipients (within the meaning of Article 4 (9) of the GDPR): entities providing the service and entities designated for receiving the service, entities providing technical aid for software used to process personal data, entities dealing with the destruction of archival documentation.
3. Your personal data will be kept for the period of: 10 years from the termination of using the aid, counting from 1 January of the year following the year in which the aid was ceased, or for a period of 5 years in the case of cash benefits, provision of specialist services, payment of contributions for old-age and disability pension insurance, granting in kind assistance, directing to support centres, specialist counselling or social work (if the documentation regarding the benefits are stored collectively in the files of the recipient, the storage period is 10 years), subject to point 4.
4. If your documentation is qualified by the decision of the Director of the National Archives in Krakow to the archival category "A", your personal data will be stored by the Municipal Social Welfare Center for 25 years, calculated analogously to point 3, and then transferred to National Archives.
5. As regards the processing of your personal data, you have the right to lodge a complaint with the Office for Personal Data Protection with its seat at Stawki, 00-193 Warsaw.
6. You have the right to request from the Municipal Social Welfare Centre in Krakow:
  - 1) access to your personal data (on the terms set out in Article 15 of the GDPR);
  - 2) rectify your personal data (on the terms set out in Article 16 of the GDPR).
7. Providing your personal data by you is a statutory requirement.
8. Providing your personal data is obligatory.

Contact details of the data protection officer:

Data Protection Inspector Józefińska 14, 30-529 Krakow or [iod@mops.krakow.pl](mailto:iod@mops.krakow.pl).

I declare that I have read the above information

.....  
(date)

.....  
(legible signature)