Dear Readers,

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 (Journal of Laws of the EU, No. 119, p. 1), known as the General Data Protection Regulation, entered into effect on 25 May 2018. The main aim of the GDPR is to update the regulations governing the protection of personal data in the European Union. The new rules specify the following in a uniform manner:

- purposes of personal data processing;
- what rights the Readers have regarding their personal data processed by the Warsaw Public Library - Central Library of Masovian Voivodeship, hereinafter referred to as “the Library”;
- obligations of the Library as the data controller;
- security of personal data processing.

The Library has a responsibility under the General Data Protection Regulation to provide you with information about how we process your personal data.

**Data controller**

The Data Controller is Warsaw Public Library - Central Library of Masovian Voivodeship with its registered office at ul. Koszykowa 26/28 (00-950).

Contact us:

- email: sekretariat@koszykowa.pl;
- telephone: +22 537 41 57;
- contact form at www.koszykowa.pl.

**Data Protection Officer’s contact details**

The Library appointed a Data Protection Officer, who can be contacted:

- at iod@koszykowa.pl;

Data subjects may contact the DPO with regard to all issues related to the processing of their personal data and to the exercise of their rights under the GDPR.

**Purposes and legal basis for the processing of personal data**

1) The Library processes data concerning the Reader’s identity and contact details, data concerning the Reader’s social and occupational status, data concerning the Reader’s obligations to the Library, and data concerning the Reader’s use of the Internet or the Library’s Wi-Fi network (unless the Reader does not use those services), including data identifying the Reader’s computer for compliance with legal obligations that the Library is subject to (point (c) of Article 6(1) of the GDPR) and for the following purposes:

   a) ensuring the protection of the open-access and take-home items from the Library’s collection;
   b) pursuing potential legal claims;
   c) ensuring the security of the Library’s network and IT systems;
   d) keeping statistics on the Library’s activity.

2) The Library processes images of the Readers and data concerning the Reader’s use of the Library’s services for the performance of a task carried out in the public interest (point (e) of Article 6(1) of the GDPR) and for the following purposes:

   a) ensuring the protection of persons and property in the Library;
   b) documenting and providing information about Library’s activity, including processing for archiving purposes.

3) The Library processes the Reader’s email address and phone number on the basis of the consent of the data subject concerned (point (a) of Article 6(1) of the GDPR) for the following purposes:

   a) informing the Reader of items about to be due, overdue or available for
pickup and communicating with the Library;
b) informing the Reader of Library’s events, contests, and author talks;
c) informing the Reader of the Library’s activity.


<table>
<thead>
<tr>
<th>Recipients of the personal data</th>
<th>The data processor which hosts the library system on a server, as well as other data processors which are entrusted with processing activities, provided that such entities process personal data only on instructions from the Library.</th>
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<tbody>
<tr>
<td>Data retention periods</td>
<td>Personal data is retained for the following periods of time:</td>
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<tr>
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<td>1) data processed for the purpose of providing access to and borrowing library items, for communicating with the Reader, and for statistical purposes is retained for no longer than 5 years from the end of the year, in which the Reader last used the Library services, unless the Reader’s library account is in arrears;</td>
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<td>2) data processed for the purpose of pursuing legal claims are retained until the limitation period expires or the proceedings related to pursuing the claim are terminated;</td>
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<td>3) data processed for documenting and providing information about the Library’s activity is retained for no longer than 5 years from the day of documentation of the event, unless the data is processed for archiving purposes;</td>
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<td>4) data processed for ensuring the security of the Library’s network and IT systems is retained for no longer than 5 years from the day of registration of the Reader;</td>
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<td>5) data in the form of an image is retained no longer than is necessary for the purposes for which the personal data is processed, i.e. up to 30 days from the day of registration of the image;</td>
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<td>6) data processed on the basis of the Reader’s consent is retained until the consent is withdrawn.</td>
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<tr>
<td>The rights of data subjects, including the right to object</td>
<td>Data subjects have the right to access the personal data concerning them, to request rectification, erasure or restriction of processing of the data, to object to the processing of the data, and to request that their personal data be ported to them.</td>
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<td>The exercise of individual rights depends on the legal grounds for the processing of personal data in a specific case.</td>
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<td>Data subjects have the right to withdraw their consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal.</td>
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<td>Data subjects have the right to file a complaint with the president of the Personal Data Protection Office if they consider that the rights under this Regulation are infringed.</td>
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<tr>
<td>Freedom to provide personal data and the possible consequences of failure to provide such data</td>
<td>The provision of personal data is voluntary. Any refusal to provide the information required will result in the Reader being unable to become a member of the Library or to use its services.</td>
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