**Notification on the processing of personal data of natural persons, including those running a business in connection with a concluded contract**

Pursuant to Art. 13 and 14 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 data protection) (Journal of Laws UE L 119 of 04.05.2016, page 1, amended Journal of Laws UE L 2018 No. 127, item 2), hereinafter referred to as GDPR, I would like to inform you that:

1. The administrator of your personal data is the Central Office of Measures, and in cases where the President is a party to the contract, as a public administration body - the President of the Central Office of Measures.

Contact with the data administrator:

* by phone: (22) 581 93 99
* by e-mail: gum@gum.gov.pl
* by writing to: Central Office of Measures, ul. Elektoralna 2, 00-139 Warsaw.

2. You can contact the Data Protection Officer:

* by phone: (22) 581 94 30
* by e-mail: iod@gum.gov.pl
* by writing to: Data Protection Inspector, Central Office of Measures, ul. Elektoralna 2, 00-139 Warsaw.

3. If you did not provide your personal data to the Administrator, the Data Administrator obtained them from publicly available sources or from your contractor in connection with the performance of the contract.

4. Your personal data will be processed at your request before concluding the contract and in order to ensure the correct implementation of the contract.

5. The legal basis for processing is Art. 6 sec. 1 b) GDPR - processing is necessary for the performance of a contract to which the data subject is party or to take action at the request of the data subject prior to entering into a contract.

6. The recipients of your personal data may be entities authorized under the provisions of law.

7. Your personal data will be kept for the period necessary to achieve the purpose of processing, including until the expiry of the limitation period for tax obligations (5 years) and not shorter than the period specified in the provisions on archiving - the Act of 14 July 1983. on the national archival resource and archives (i.e. Journal of Laws of 2020, item 164).

8. You have the following rights:

* the right to access your data and receive a copy of it - in accordance with art. 15 GDPR,
* the right to rectify (correct) your data - in accordance with art. 16 GDPR.

9. If you receive information that the processing of your personal data at the Central Office of Measures violates the provisions of the General Data Protection Regulation (GDPR), you have the right to submit a complaint to the President of the Office for Personal Data Protection, ul. Stawki 2, 00-193 Warsaw.

10. Your personal data will not be transferred to countries outside the European Economic Area or to international organizations.

11. Your data will not be used to make decisions in an automated manner and will not be subject to profiling.

12. In the event of a personal appearance at the head office of the Central Office of Measures, I kindly inform you that the facility is covered by the video monitoring system. In connection with the above, please read the notification at the Reception of the Central Office of Measures regarding the processing of personal data in connection with the use of monitoring.