**Notification on the processing of personal data for contact persons in connection with the implementation of a concluded contract**

Pursuant to Art. 14 sec. 1 and 2 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 a 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. The data administrator has obtained your personal data from the contractor in connection with the concluded contract and indicating you as the contact person as part of its implementation.

4. Your personal data will be processed in order to ensure the proper performance of the contract.

5. The legal basis for processing is Art. 6 sec. 1 lit. 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, to the extent and for the purposes resulting from these provisions.

7. The recipient of your personal data is also the Voivode of Podlasie Region, in connection with the Administrator's use of data from the electronic documentation management system (EZD PUW).

8. Your personal data will be kept for the period necessary to achieve the purposes of processing, 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).

9. You have the following rights:

* the right to access your data and receive their copy - in accordance with art. 15 GDPR
* the right to rectify (correct) your data if it is incorrect or out of date - in accordance with art. 16 GDPR
* the right to limit data processing - in accordance with art. 18 GDPR

10. 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, at the following address: ul. Stawki 2, 00-193 Warsaw.

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

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

13. 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 a video monitoring system. In connection with the above, please read the notification clause and/or the notification at the Reception of the Central Office of Measures regarding the processing of personal data in connection with the use of monitoring.