**Notification on the processing of personal data in connection with internships, apprenticeships or voluntary work**

Pursuant to Art. 13 sec. 1 and sec. 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 the protection of data) (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. Contact with the data administrator:

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

3. Your personal data will be processed for the purpose related to:

* the conclusion and implementation of a contract or agreement on internship, apprenticeship or voluntary work at the Central Office of Measures
* the fulfilment of legal obligations resulting from internship, apprenticeship or voluntary work, including regulations on taxes and accounting, and ensuring security on the premises of the Central Office of Measures through access control and monitoring.

4. The legal basis for the processing of your personal data is:

* the necessity to perform a contract or agreement concerning internships, apprenticeships or voluntary work or taking actions before their conclusion - art. 6 sec. 1 b) GDPR
* fulfilling the legal obligation incumbent on the data administrator resulting from the provisions on graduate internships, on public benefit activities and volunteering, provisions on taxes and accounting - art. 6 sec. 1 c) GDPR
* the performance of a task carried out in the public interest or in the exercise of public authority entrusted to the administrator - art. 6 sec. 1 e) in connection with the use of video monitoring
* the basis of your consent in the case of personal data for the processing of which the above grounds do not apply - art. 6 sec. 1 a) or Art. 9 sec. 2 b) GDPR.

5. Your personal data may be transferred only to authorized entities, including entities to which the Administrator orders the performance of activities that require data processing.

These entities may include in particular:

* training entities, in terms of data necessary to conduct training
* entities organizing travel, hotel and event services
* an external security service provider
* other entities authorized to receive this data for the purpose of carrying out internship, apprenticeship or voluntary work at GUM.

6. Personal data will not be transferred to a third country or to international organizations.

7. Personal data will be kept during the recruitment and internship, apprenticeship and voluntary work period, as well as after their completion, in accordance with the provisions on taxes, accounting and archiving regulations.

8. You have the right to request personal data from the Administrator:

* to access your data and to receive their copy - in accordance with art. 15 GDPR
* to rectify (correct) your data, if it is incorrect or out of date - in accordance with art. 16 GDPR
* for data processing restrictions - in accordance with art. 18 GDPR
* in the case of processing personal data on the basis of consent - the right to withdraw it at any time, and the withdrawal of consent does not affect the lawfulness of the current processing.

Please send your request to exercise the above-mentioned rights in writing to the address of the data administrator with the annotation "Personal data protection".

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

10. Providing personal data is voluntary, but necessary to complete an internship, apprenticeship or voluntary work at the Central Office of Measures, and failure to do so results in the inability to sign a contract and establish cooperation.

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