**Notification on the processing of personal data in connection with the handled correspondence**

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 the GDPR, I would like to inform you that:

2. 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
* by writing to: Central Office of Measures, ul. Elektoralna 2, 00-139 Warsaw.

3. 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.

4. Your personal data will be processed for the purpose of communication and to resolve any matters within the competencies of the Central Office of Measures to which the correspondence sent by you relates.

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

* art. 6 sec. 1 b) GDPR - indispensability to perform the contract concluded with clients or contractors – regarding the exchanged correspondence in order to perform the contract
* art. 6 sec. 1 c) GDPR - fulfilment of the legal obligation incumbent on the administrator
* art. 6 sec. 1 e) GDPR - performance of a task carried out in the public interest or in the exercise of public authority entrusted to the data administrator.

6. Your personal data may only be transferred to entities authorized under separate provisions of law, including entities authorized to handle deliveries.

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

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

9. We will store your personal data for the period necessary to achieve the purpose of processing 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).

10. In connection with the processing of your personal data, 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

11. 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.

12. Providing data is voluntary, but necessary to provide you with a response.

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