

# PRIVACY POLICY OF THE MUSEUM OF ARCHITECTURE IN WROCLAW

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## **Data administrator**

The administrator of personal data, within the meaning of the provisions on the protection of personal data, shall be the Museum of Architecture in Wroclaw with its registered office at ul. Bernardyńska 5, 50-156 Wroclaw.

## **Data Protection Inspector**

The Museum of Architecture in Wroclaw appointed a Personal Data Inspector, which can be contacted in matters of protection and implementation of your rights in the field of personal data. The Data Protection Officer can be contacted by e-mail: [iod@ma.wroc.pl](mailto:iod@ma.wroc.pl) or at the address of the Museum registered office as above.

## **Security rules**

The data administrator shall ensure the security of personal data through appropriate technical and organizational measures aimed at preventing unlawful data processing. In addition, the administrator shall take special care to ensure that personal information is:

- correct and processed in a lawful manner,,
- accurate and up to date,
- not kept longer than necessary,
- stored in a secure manner.

## **Do you have to provide your personal data?**

Providing it is necessary to conclude contracts and settle the business, as well as to fulfill the legal requirements by the Museum of Architecture in Wroclaw. This means that if you want to use the services offered by the Museum of Architecture in Wroclaw (including taking part in exhibitions and events organized by the Museum, request permission for publication, lend collection, etc.) or to become its employee/co-worker, you have to provide your personal data.

In terms of the remaining scope (in particular to process the data by the Museum of Architecture in Wroclaw for marketing purposes - receiving invitations to gallery openings and events, newsletter), providing the data is voluntary.

## **Acquiring data and the purpose of its processing**

In implementing our statutory functions under the Museum Act, we process personal data for the following purposes:

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The purpose of processing	Legal basis and data storage period	A legitimate purpose for processing, if present
Recruitment of employees	Article 6.1, letters a, c and f of the GDPR. Consent of the persons concerned. The Act of 26 June 1974. The Labor Code (Journal of Laws of 2018, item 108) - in particular. Art. 221 §1. Up to 6 months from the end of the recruitment process, and in the case of expressed consent for further recruitment processes no longer than a year.	The administrator, without the additional consent of the person the data pertains to, may store data of job candidates who were not selected for employment for up to 6 months after the recruitment process as a legitimate administrator's goal due to the fact that the person that was selected for employment may be laid off or resign.
HR management	Article 6.1, letters a, c and f of the GDPR, as well as Article 9.2 letter b of the GDPR - In accordance with applicable provisions obliging to archive documents pertaining to labor law.	The administrator uses the image only on the basis of consent.
Monitoring the data administrator area to improve employee safety and property protection as well as maintaining confidentiality of information.	Article 6.1, letters c and f of the GDPR - The recorded videos are processed only for the purposes for which they were collected and stored for a period not exceeding 3 months from the date of recording, unless the recording is evidence in the proceedings, until the final termination of the proceedings or pending submission of objections.	In order to ensure the protection of persons and property.
Conclusion and performance of an agreement with a client or a contractor.	Article 6.1, letters b and f of the GDPR - For the duration of the agreement, and after its termination until the expiry of the time limits for claims arising from the agreement, as a general rule, three years, a maximum of 10 years.	In order to conclude an agreement or implement it, MA contacts employees/co-workers of its clients and contractors.
Archiving documents, i.e. agreements and settlement documents	Article 6.1, letter c of the GDPR - For periods indicated by law, and if they are not indicated for certain documents, for the time when their storage falls within the legitimate aim of the data administrator regulated by the time of possible redress.	
Marketing activities	Article 6.1, letters a and f of the GDPR - Until an objection is filed, i.e. if MA is shown in any way that the data owner does not want to receive information about the Museum activities.	Marketing activities aimed at promoting actions conducted by the Museum, with the use of postal and e-mail addresses (in the case of newsletter subscribers). The administrator uses the image only on the basis of consent.
Providing archival materials from the Museum collection and answering queries	Article 6.1, letter c of the GDPR – For a period of 2 years.	The data administrator, when considering an application for access to archival materials, contacts the Applicant for a legitimate purpose.
Claiming or defending against legal claims	Article 6.1, letter f of the GDPR - For the duration of proceedings in the scope of pursued claims, i.e.	In relation to pursuing claims or defending against legal claims, the administrator may process the data

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	until their final termination, and in the case of enforcement proceedings - until full and final settlement of the claims.	of employees/co-workers of clients or contractors for a legitimate purpose.
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## Data recipients

In connection with our operations, we will disclose your personal data to the following entities:

- state authorities or other entities entitled under the law,
- entities supporting the Museum in our operations, in particular: suppliers of external IT systems supporting our operations, entities auditing our operations or entities cooperating with the Museum of Architecture in Wroclaw in terms of marketing campaigns, such entities will process the data on the basis of an agreement with Museum of Architecture in Wroclaw and only in accordance with its instructions,
- banks if it is necessary to conduct settlements,
- forwarding companies in order to provide their services,
- payment service providers - when ordering in our online bookstore (payment service providers collect data on their own if you create an account there, in which case you have to log in to the payment service provider along with the access data when ordering. In such a case, data protection of the relevant payment service provider will apply). The transfer of personal data to such company takes place only in the scope necessary to execute the sales agreement.

## Rights in the scope of processing data and freedom to disclose the data

Every person whose data is processed by the Museum of Architecture in Wroclaw has the right to:

- access their personal data,
- rectify their personal data,
- remove their personal data,
- limit processing of their personal data,
- object to the processing of their personal data,
- transfer their personal data.

If you decide that the processing of your personal data is inconsistent with the provisions of the GDPR, you can complain to the President of the Office of Personal Data Protection.

More information on the rights of data subjects are available in Articles 12-23 of the GDPR, the text of which can be found at: <https://eur-lex.europa.eu/legal-content/PL/TXT/?uri=CELEX%3A32016R0679>

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## **Transferring the data to other countries**

The data administrator reserves the right to transfer or disclose your personal data to other countries if:

- you have previously agreed to this, or
- it is justified by legal regulations or
- it is necessary for service provision,
- it is related to pursuing claims and explaining the circumstances of unauthorized use of services provided electronically.

## **Processing of personal data in an automated manner**

The collected personal data will not be processed in an automated way (including any form of profiling).

## **Information on the use of cookies**

1. The data administrator uses cookies in an online bookstore - when adding a book to the shopping cart, the system processes customer data, such as name and surname, mailing address, e-mail address, number and subject matter of the transaction. The system does not save the data.
2. Limiting or disabling cookies in the browser does not affect the quality of its browsing..

## **How to delete or disable cookies?**

The used web browser is responsible for servicing (including removing) cookies. Therefore, the necessary changes have to be made in its settings. The process may vary depending on the used browser. For more technical information, please refer to the relevant instructions for your browsers.