

Personal data protection

Administrator of personal data	Public Library in the Ochota District, m.st. Warsaw ul. Grójecka 77, 02-094 Warszawa Contact details: email: d.gorniak@bpochota.waw.pl tel. 22 822 51 38
Contact details of the Data Protection Supervisor	The library has appointed the Data Protection Supervisor. Contact details: email: iod@bpochota.waw.pl tel. 22 659 44 56
The purpose of data processing and the legal basis	<ol style="list-style-type: none"> 1. Data identifying the User, including the image, and regarding the use of the Library by the User, are processed in connection with the performance of tasks in the public interest¹ and serve the following purposes: <ol style="list-style-type: none"> a) lending and borrowing library materials, b) documenting activities and information, which also includes processing for archival purposes in the public interest. 2. Data identifying the User and his/her socio-professional status, data regarding his/her obligations to the Library and use of the Internet or Wi Fi Networks (if the User uses these services), including data identifying the User's computer, are processed in connection with the legal obligations incumbent on the Library²: <ol style="list-style-type: none"> a) to investigate possible legal claims, b) to compile statistics regarding the Library's activities, c) to ensure the security of the Library's network and information systems. 3. The User's e-mail address and telephone number can be processed on the basis of consent for the following purposes: <ol style="list-style-type: none"> a) to notify dates of return of library materials, notify collection of ordered materials and conduct correspondence of a similar nature, notify significant changes in the Library's operations, conduct correspondence in the pursuit of claims, b) to provide information about the Library's activities,
Receipients of data	An entity maintaining a library system on its servers and other entities entrusted with the processing of data, with the proviso that such entities do not acquire the rights to independently decide on the processing of such data, but only execute the instructions of the Library.

¹ These are the tasks referred to in the Act on libraries.

² These are the duties referred to in the act on public finance, in the act on public statistics, and in the act on information technology business entities pursuing public tasks.

<p>Period of data storage</p>	<p>The period of data storage is:</p> <ol style="list-style-type: none"> 1. for data processed in order to lend and borrow library materials, communicate with the Reader and compile statistics - no more than 3 years from the end of the year in which the Reader last used the services of the Library, provided he is not indebted to it. 2. for data processed pursuant to legal claims – up to the time limits of the claim or until the proceedings related to the investigation of the claim are completed. 3. for data processed for the purpose of documenting activities and information about it - no more than 5 years from the date of the documented event, unless the data is processed for archival purposes in the public interest. 4. for data processed to ensure the security of the Library's network and information systems - no more than 2 years from the date of registration. 5. for data processed on the basis of the Reader's consent - until such consent is withdrawn.
<p>Rights, including the right to object</p>	<p>The person, the data subject, has the right to request access to data, rectification, deletion or limitation of processing, the right to object to the processing and data transfer.</p> <p>The admissibility of using individual rights depends on the legal basis of the specific processing.</p> <p>Consent may be withdrawn at any time without affecting the lawfulness of the processing that was carried out prior to the withdrawal.</p> <p>The person, the data subject, has the right to lodge a complaint with the President of the Office for the Protection of Personal Data.</p>
<p>Information about the requirement to provide data voluntarily and the consequences of not submitting data</p>	<p>Providing personal information is voluntary. Refusal to provide data results in the denial of registration for the Library or the inability to use its services.</p>