**Information on the processing of personal data of natural persons by   
the National Information Processing Institute   
in Warsaw**

**regarding the right of access to public information**

**Pursuant to Article 13 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 (hereinafter: ‘GDPR’), we inform that:**

1. The National Information Processing Institute (OPI) with the registered office at the following address: Al. Niepodległości 188B serves, within the meaning of article 4(7) of GDPR, as the controller of personal data of natural persons who request access to public information. The controller can be contacted by email at [opi@opi.org.pl](mailto:opi@opi.org.pl).
2. The controller has appointed the data protection officer who can be contacted for any issues regarding the processing of personal data by email at [iod@opi.org.pl](mailto:iod@opi.org.pl).
3. Personal data is processed for purposes of handling the request for access to public information, including registering the request and notifying the requestor of its resolution, as well as for archiving.
4. Personal data will be processed under Article 6(1)(c) of the GDPR to enable the controller to comply with the following Polish acts:
5. Act of 6 September 2001 on access to public information,
6. Act of 14 July 1983 on national archival collections and archives, under which the controller is obliged to archive the request.
7. Personal data is shared with data recipients, including entities that provide services to the controller under specific contracts, such as providers of IT, consulting, postal, courier, and archiving services and solutions, to whom the controller entrusts the processing of personal data for the purpose of providing such services.
8. Personal data will be processed for the duration of the request handling procedure and for the period of 10 years as from the last day of the year in which the procedure is completed. Personal data collected during the request handling procedure will be processed perpetually for archiving purposes, first in the institute's archive and then in the national archive to which it will be sent in line with an applicable office procedure.
9. Data subjects are entitled to request that the controller enables them to exercise the following of their rights:
10. the right of access to their personal data (Article 15 of the GDPR),
11. the right of rectification of their personal data (Article 16 of the GDPR),
12. the right to restriction of the processing of their personal data (Article 18 of the GDPR),
13. the right to object to the processing of their personal data on grounds relating to their particular situation (Article 21(1) of the GDPR).

Data subjects who submitted a request pertaining to the processing of their data as part of the exercise of their rights may be asked by the controller to answer several questions regarding their personal data to verify their identity.

1. The individuals specified in section 1 are entitled to file a complaint regarding the processing of their personal data with the supervisory body ­– the President of the Polish Personal Data Protection Office.
2. When requesting access to public information, providing personal data is optional. However, failing to do so may hinder the processing of the request if an administrative decision is required under the Act of 14 June 1960 on the Code of Administrative Proceedings.
3. Personal data will not be processed for the purposes of automatic decision making, including profiling.

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