

## **INFORMATION CLAUSE FOR THE READER**

Pursuant to Art. 13 section 1 and section 2 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (GDPR) and the Act of 10 May 2018 on the protection of personal data, we would like to inform that:

1. The administrator of your personal data is the Municipal Public Library in Zgorzelec, based at 1 Bohaterów Getta Street, 59-900 Zgorzelec, phone number: 75 77 525 57, e-mail: [dyrekcja@biblioteka-zgorzelec.pl](mailto:dyrekcja@biblioteka-zgorzelec.pl).
2. The administrator has appointed an inspector who can be contacted on matters concerning data processing, including exercising your rights under the provisions of the RODO, e-mail address: [mariola.kaczor@biblioteka-zgorzelec.pl](mailto:mariola.kaczor@biblioteka-zgorzelec.pl).
3. Your personal data will be processed for the purpose of providing and recovering library resources on the basis of the law - the Law on Libraries (Article 6 act 1 (c) RODO) and for the purpose of recovering the equivalent of the resources provided on the basis of public interest, in accordance with the provisions of the Law on Public Finance (Article 6 act 1 (c) and (f) RODO), as well as to the extent of data that are not necessary for the use of the library's services on the basis of your consent (Article 6(1)(a) RODO).
4. Recipients of your personal data will be entities authorized to do so under the legal regulations, as well as entities ensuring the proper operation of e-mail and reader service program ( Sowa SOKRATES-software, os. Stefana Batorego 13 C/27, 60-687 Poznań) In the event of financial arrears exceeding PLN 200.00, the Library may transfer the personal data of the reader or his or her legal guardian to an external institution for debt collection purposes.
5. Data will be processed for a period of 5 calendar years from the end of the year in which the reader last used the library's services, if he/she has accounted for the provided library materials. In the event of the need to recover the provided materials or their equivalent, until their recovery or the statute of limitations on claims. Data processed on the basis of consent will be kept until it is withdrawn.
6. In connection with your consent, you have the right to withdraw it at any time. The withdrawal of consent does not affect the processing that took place previously.
7. You have the right to request from the administrator access to your data, rectification, erasure, or restriction of processing, or to object to processing based on and in accordance with Articles 15-22 of the RODO.
8. You have the right to lodge a complaint about the manner of processing by the administrator with the President of the UODO ([uodo.gov.pl](http://uodo.gov.pl)).
9. The provision of data is voluntary but necessary to use library resources.