

In terms to the applicability of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation), hereinafter referred to as RODO, we hereby inform you:

- 1) The controller of the personal data of Participants and those taking part in the recruitment is the Zamek Culture Centre with its registered office in Poznań, Św. Marcin 80/82 street, 61-809 Poznań.
- 2) In relation to the processing of personal data, you can contact the Data Protection Officer appointed by the Controller at the email address: [iod@ckzamek.pl](mailto:iod@ckzamek.pl) or in writing to the Administrator's address.
- 3) Personal data will be processed:
  - a) for the purpose of taking part in the recruitment for the “Zamek’s Neighbourhood Programme” – on the basis of the consent given, i.e. Article 6(1)(a) RODO,
  - b) in order to implement the agreement and take part in the “Zamek’s Neighbourhood Programme” – on the basis of the agreement concluded, i.e. Article 6(1)(b) RODO,
  - c) for the purpose of recording, photographing filming or otherwise recording the image and statements and excerpts thereof of the Participants of the “Zamek’s Neighbourhood Programme” for publication in online and written publications, information and promotional materials and on the Administrator's websites and social media – on the basis of consent, i.e. Article 6(1)(a) of the DPA,
  - d) d) in order to fulfil the Administrator's legal obligations, including tax, accounting obligations – on the basis of Article 6(1)(c) of the DPA.

- e) e) in the case of the Administrator's legitimate interest of investigating, defending against claims, conducting correspondence – on the basis of Article 6(1)(f) RODO.
- 4) Personal data will be processed by authorised employees and collaborators of the Administrator. Recipients of personal data will be entities cooperating with the Administrator in order to carry out the recruitment for the “Zamek’s Neighbourhood Programme”. Data may also be transferred to entities providing services to the Administrator, in particular services related to the provision of IT systems, IT support, hosting services. The image and statements of people participating in the “Zamek’s Neighbourhood Programme” may be used for publication in online and written information and promotional materials, as well as on the Administrator's website and social media.
- 5) In most cases, personal data will not be transferred outside the European Economic Area or disclosed to international organisations. Personal data may be transferred to third countries in connection with the use of services provided by Google entities; however, in such cases, the transfer of data is governed by agreements and provisions that guarantee an adequate level of protection for personal data. The transfer of data is based on the use of standard contractual clauses approved by the European Commission or on a decision by the European Commission confirming that the EU–US Data Privacy Framework provides an adequate level of protection for personal data – to the extent that the data recipient has joined this mechanism and holds the relevant certification.
- 6) The personal data of persons who take part in the recruitment for the “Zamek’s Neighbourhood Programme” and are not qualified will be deleted after the recruitment has been carried out, unless the person concerned has consented to its further processing in order to receive

information about further recruitment or open events related to the “Zamek’s Neighbourhood Programme”.

- 7) The personal data of persons who conclude a contract with the Administrator as part of the „Zamek’s Neighbourhood Programme” will be stored for the duration of the contract and thereafter for the period required by law and, in justified cases, for the period of limitation of claims.
- 8) Persons whose personal data are processed have the right to:
  - a) the right of access to the content of their personal data,
  - b) the right to rectification, erasure, restriction of processing,
  - c) the right to object.
- 9) A person who has given her/his consent to the processing of personal data may withdraw consent to the processing of such data at any time by making a declaration to the Administrator. The withdrawal of consent does not affect the lawfulness of processing carried out on the basis of consent before its withdrawal.
- 10) The person whose personal data is processed has the right to make a complaint to the supervisory authority, i.e. the President of the Office for Personal Data Protection, to the address of the Office for Personal Data Protection, 2 Stawki Street, 00 - 193 Warszawa, in case the processing of the data is considered to violate the provisions on personal data protection.
- 11) The provision of personal data is voluntary, but necessary in order to take part in the recruitment for the „Zamek’s Neighbourhood Programme” and subsequently to conclude a contract and take part in the „Zamek’s Neighbourhood Programme”. Without providing this data, participation in

the recruitment or execution of the contract will not be possible. Consent for the use of the image is voluntary, however, it is necessary in order to take part in the Programme.

12) Personal data will not be used for automated decision-making or profiling.