I ……………………… ……………………… .. hereby declare that I have read the information below regarding the processing of my personal data in connection with the participation in a tender for the sale of a company car belonging to the Consulate General of The Republic of Poland in Toronto, and I am aware of all my rights referred to in Article 15, 16 and 18 GDPR.

……………………………………………………

/date and signature/

**Information on the processing of personal data by the Consulate General of The Republic of Poland in Toronto**

This information fulfills the obligation specified in Article 13.1 and 13.2 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 referred to as " GDPR ".

1.The administrator of the personal data, within the meaning of Article 4.7 of the GDPR, is the Minister of Foreign Affairs based in Poland, Warsaw, Al. J. Ch. Szucha 23, while the acting administrator is the Head of the Consulate General of the Republic of Poland in Toronto, based at 2603 Lake Shore Blvd. West, Toronto, ON M8V 1G5.

2. The Data Protection Officer (DPO) has been appointed at the Ministry of Foreign Affairs and foreign posts.

DPO contact data:

address: Al. J. Ch. Szucha 23, 00-580 Warszawa

email address: [iod@msz.gov.pl](mailto:iod@msz.gov.pl)

3. The data will be processed on the basis of Article 6.1(c) GDPR, in connection with §17.1 of the Regulation of the Council of Ministers of October 21, 2019 on the detailed management of certain assets of the State Treasury (Journal of Laws of 2017, item 729) in order to sell a company car by tender.

4. Only authorized employees of the Ministry of Foreign Affairs and the Consulate General of the Republic of Poland in Toronto, in particular members of the tender Committee, have access to the data.

5. The data is protected under the provisions of the GDPR and may be made available to persons and third parties only on the basis of applicable law.

6. The data will not be transferred to a third country or to an international organization. Only the data of the successful Bidder will be provided to Global Affairs Canada.

7. The personal data of the Bidders will be processed until the tender is completed and then archived. The personal data of the successful Bidder will be archived only after the administrative procedures at Global Affairs Canada have been completed and the vehicle has been released. In both cases, personal data will be archived in accordance with the provisions of the Act of July 14, 1983 on the national archival resource and archives (Journal of Laws of 2018, item 217) and the internal regulations of the Ministry of Foreign Affairs resulting from the provisions of the above-mentioned law.

8. The data subject has the right to control data processing, as specified in Article 15-16 GDPR, in particular the right to access and rectify the data, and in Article 18 GDPR, i.e. the right to restriction of processing, if applicable.

9. Personal data will not be processed in an automated manner that will have an impact on making decisions that may have legal effects or affect it in a similarly significant manner. The data will not be profiled.

10. The data subject has the right to lodge a complaint with the supervisory authority at the following address:

Prezes Urzędu Ochrony Danych Osobowych (*President of the Personal Data Protection Office*)

ul. Stawki 2

00-193 Warszawa