**TERMS & CONDITIONS FOR MAKING AN APPOINTMENT FOR FAMILIES**

**Filing an application for temporary or permanent residence permit**

**of a long-term EU resident**

A client, while making an appointment in the Mazovian Voivodeship Office in the Department for Foreigners relating to filing of an application for legalisation of stay declares that by giving his/her first and last name, date of birth, citizenship, passport number, phone number and e-mail address, he/she gives his/her consent for the processing of his/her personal data by the Mazovian Voivodeship Governor in order to execute the process of appointment scheduling by Internet on the basis of ***Art. 6 item 1 point a) of the Regulation of the European Parliament and Council (EU) 2016/679 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 (EU Journal of Laws L 119 of 4.05.2016).***

During the appointment scheduling process execution, it is necessary to provide the following data: first name and last name, date of birth, citizenship, passport number, currently held stay title, date of the legal stay on the territory of the Republic of Poland, Polish phone number, e-mail address. The above-mentioned data are to be provided obligatorily in order to verify them on the day when the documents are filed in the Office and in order to schedule the appointment.

1. The form serves for making collective appointments for families: married couples and children or foreigners with family members who join him/her and file the applications at the same time. It is impossible to register single persons - in such case the registration should be made through the inPOL system.
2. The order of registrations is decided by the date of legal stay that is verified by employees while filing the application. The date of appointment is fixed by the Office and is not subject to change. It is possible to cancel the appointment (point 8).
3. A notification about the date reservation is provided only by e-mail.
4. The person must arrive in person to the appointment. Lack of personal presence shall entail a refuse to accept the application. The only exception is the presence of underage persons under 6 years of age.
5. A person registered in the Internet reservation system is obliged to arrive at least 10 minutes before the planned appointment in front of the desk indicated before.
6. Being late over 5 minutes may entail a refuse to accept documents in the Office.
7. The Office reserves the possibility to refuse acceptance of applications from clients who gave false data during registration. After receipt of an email confirmation with the date of appointment, it is not possible to change the data of the registered person.
8. In order to cancel the appointment, please send a message to [anulowanierodzina@mazowieckie.pl](mailto:anulowanierodzina@mazowieckie.pl)
9. An absence without cancellation of the appointment may entail a lack of possibility of making the appointment for filing the application with the use of the Internet reservation system in the future.
10. **Provision of incomplete or untrue data in the form or registration into a wrong line will entail a deletion of the reservation or a categorical refuse to accept the application.**
11. The data subject has the right of access to the content of his/her data and the possibility of rectification thereof.

We inform you at the same time that:

1. The Data Controller will be the Mazovian Voivodeship Governor established at pl. Bankowy 3/5 in Warsaw.
2. The Data Controller appointed the Data Protection Officer. Contact Details: [iod@mazowieckie.pl](mailto:iod@mazowieckie.pl), phone 22 695 69 80 or by post: Mazowiecki Urząd Wojewódzki w Warszawie, pl.Bankowy 3/5, 00-950 Warszawa.
3. We process your personal data only in order to complete tasks of the Data Controller that result from legislation and tasks executed in public interest.
4. Data provision is voluntary, but necessary in order to conduct the case in the Mazovian Voivodeship Office in Warsaw.
5. Recipients of your personal data can only be institutions authorised on the basis of legal provisions or entities to which the Data Controller entrusted the data processing on the basis of a concluded agreement.
6. You have the right of access to the content of your data and the right of rectification, suppression, limitation of processing, portability and opposition against processing thereof.
7. You have the right to lodge a complaint to a supervisory authority in charge of personal data protection, i.e. to the President of the Office of Personal Data Protection. You can do that if you consider that we process personal data breaching legal provisions.
8. If we process the data on the basis of the consent that you gave, you can withdraw it at any time (without impact on the lawfulness of the processing before its withdrawal).
9. We do not process your data by automatic means, including in the form of profiling. We do not transfer your personal data to third countries and international organisations.
10. We keep personal data through a period necessary in order to execute tasks of the Data Controller and to execute the archiving obligation that result from legal provisions.

[Legal basis: *Regulation of the European Parliament and the (EU) Council No. 2016/679 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. of Laws L 119 of 4.05.2016*).