**Statement**

I ............................................. declare that I have read the information below regarding the processing of my personal data in connection with participation in the public tender for the sale of a company car belonging to the Embassy of the Republic of Poland in Reykjavik, and I am aware of all the rights I am entitled to referred to in art. 15, 16 and 18 GDPR.

…………………………………………..

date and signature

**Information on the processing of personal data by Polish Embassy in Reykjavik**

The present information ensures compliance with the obligation laid down in Article 13 (1) and (2) 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, hereinafter referred to as the GDPR.

1. Within the meaning of Article 4(7) of the GDPR, the controller of your personal data is the Minister of Foreign Affairs established in Poland, Warsaw, Al. J. Ch. Szucha 23, and the person carrying out the tasks of the controller is the head of The Polish Embassy in Reykjavik established in Iceland , Reykjavik, Thorunnartun 2.

2. The Data Protection Officer (DPO) was appointed at the MFA headquarters and in diplomatic missions abroad.

DPO contact details:

Address: Al. J. Ch. Szucha 23, 00-580 Warsaw

Email address: iod@msz.gov.pl

3. The data are processed on the basis of The Regulation of the Council of Ministers of October 21, 2019 on the detailed method of managing certain components of the Treasury assets (Journal of Laws 2017 item 729), pursuant to paragraph 17(1) of Article 6 (1) of the GDPR, for the purpose of the sell a company car through a public tender.

4. The personal data will be processed until the cessation of the abovementioned purpose of processing and then archived. The personal data of the successful bidder will only be archived after the completion of the administrative procedures at the Ministry of Foreign Affairs of Iceland and the release of the vehicle. In both cases, personal data will be archived in accordance with the provisions of the Act of 14 July 1983 on the National Archives (Journal of Laws of 2018 item 217) and the internal regulations of the Ministry of Foreign Affairs arising from the provisions of the above-mentioned Act.

5. Only authorized employees of the Ministry of Foreign Affairs and the diplomatic mission, in particular members of the tender committee referred to in paragraph 1 have access to the data.

6. The data are protected on the basis of the provisions of the GDPR and may be made accessible to third persons and entities only on the basis of applicable law.

7. The data will not be transferred to international organization. Only in the case of the successful bidder will the data be transferred to the Icelandic Ministry of Foreign Affairs.

8. You have the right to control the processing of data as set out in Articles 15-16 and 18 of the GDPR, in particular the right to limit processing if applicable.

9. The personal data will not be processed by automated means, and will not be subject to profiling.

10. The data subject has the right to lodge a complaint with a supervisory authority at the following address:
Prezes Urzędu Ochrony Danych Osobowych (*President of the Personal Data Protection Office)*

ul. Stawki 2, 00-193 Warszawa *(2 Stawki Street, 00-193 Warsaw)*