

I hereby acknowledge that:

- The Laboratory is not liable for data obtained from the Customer;
- the Customer is responsible for the correct collection and delivery of samples taken outside the WSSE; if repeated sampling and testing are required, the costs shall be borne by the Customer;
- if the results yielded by tests indicate an unusual threat to the environment or human health, the Microbiology and Parasitology Laboratory is obliged to notify the competent state authority;
- complaints can be filed in writing within 14 days of the receipt of result.

Poznań
date

.....
full name of the Customer / stamp of the ordering physician

TO BE COMPLETED BY THE PROVINCIAL SANITARY-EPIDEMIOLOGICAL STATION IN POZNAŃ (WSSE)

Material collected by: Customer WSSE

Payment: bank transfer payment at WSSE cash desk invoice / receipt no.....

Notes.....

Samples accepted for testing: accepted not accepted

Date and time of sample receipt:

.....
Signature and stamp of the person receiving the order

PERSONAL DATA PROTECTION POLICY – information on personal data processing

1. The **Controller** of your personal data is Provincial Sanitary-Epidemiological Station in Poznań (Wojewódzka Stacja Sanitarno-Epidemiologiczna, WSSE) in Poznań, with its registered seat at ul. Noskowskiego 23, 61-705 Poznań, Poland.

Contact information:

- a) Postal address: ul. Noskowskiego 23, 61-705 Poznań, Poland
- b) Electronic inbox: /wssepoznan/SkrytkaESP
- c) Phone: (61) 854 48 02

2. Data Protection Officer

The Data Protection Officer (DPO) is available via the Office Electronic Inbox or by e-mail at: iod@wssepoznan.pl

3. Purposes and legal grounds of personal data processing

Your personal data will be processed pursuant to Article 6(1)(a) and (b), and Article 9(2)(a) of the Regulation (EU) 2016/679 for purposes related to the conclusion and execution of a contract/order for the performance of measurements and laboratory tests.

4. Period of data storage

Your personal data shall be processed until the completion of the task for which they have been collected, while archive materials shall be stored for a period set out in the Regulation of the President of the Council of Ministers of 18 January 2011 on office instructions, uniform material lists of files and instructions on the organisation and scope of operation of company archives (Polish Journal of Laws 2011, No. 14, item 67, as amended).

5. Personal data recipients

Potential recipients of your personal data include the parties and participants of proceedings or authorities competent to handle cases under applicable provisions of the law to which WSSE in Poznań has transferred such cases. A separate category of recipients to whom your personal data may be disclosed are entities authorised to handle delivery services [1] and entities bound by contracts concluded with WSSE in Poznań for the provision of maintenance services for IT systems used by the Office.

6. Rights of data subjects

According to the General Data Protection Regulation (GDPR) you have the right to:

- a) access your personal data and obtain copies thereof;
- b) have your personal data rectified (corrected);
- c) have your personal data erased when data processing is not performed in order to comply with an obligation resulting from a provision of law or related to the exercise of public authority;
- d) request the restriction of personal data processing;
- e) object to the processing of your personal data;
- f) lodge a complaint with a supervisory authority – President of the Personal Data Protection Office (to the address of the Office at ul. Stawki 2, 00-193 Warsaw, Poland).

[1] The situation applies in particular to entities providing electronic delivery services, including ePUAP, pursuant to §8 section 2 of the Regulation of the President of the Council of Ministers of 14 September 2011 on the preparation and delivery of electronic documents and on the release of forms, templates and copies of electronic documents (Polish Journal of Laws 2018, item 180, consolidated text).