**Information on the processing of personal data in consular files**

Pursuant to Art. 13 of Regulation 2016/679 of the European Parliament and the Council (EU) 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 (GDPR), we would like to inform you that:

1. Administrator, within the meaning of Art. 4 point 7 of the GDPR, your personal data is the Minister of Foreign Affairs with its registered office in Poland, in Warsaw (00-580), Al. J. Ch. Szucha 23.
2. Consul of the Republic of Poland in Amman, based at 3 Mahmoud Seif Al-Din Al-Irani St. Amman 11194, performs the duties of the administrator in relation to the data contained in the consular files managed by him.
3. The Minister of Foreign Affairs has appointed a Data Protection Inspector (IOD), who carries out his duties in relation to data processed at the Ministry of Foreign Affairs and foreign missions. This function is performed by Mr. Daniel Szczęsny.

Contact details of the IOD:

HQ adress: Al. J. Ch. Szucha 23, 00-580 Warsaw, Poland

e-mail: [iod@msz.gov.pl](mailto:iod@msz.gov.pl)

1. Only persons authorized by the Administrator have access to the data.
2. The data contained in consular files are processed on the basis of the conditions set out in Art. 6 section 1 letter c GDPR in order for the Polish consul to fulfill the obligations arising from separate legal provisions (indicated in the table below).
3. The data is protected under the provisions of the GDPR and cannot be made available to third parties who are not authorized to access this data, and will not be transferred to a third country that does not meet a guarantee of protection at least equivalent to that provided for by the provisions of the GDPR. Data may be transferred to a third country only if such an obligation is specified in Polish law or European Union law, in accordance with the provisions of Art. 44 - 46 GDPR.
4. Your data may be made available to relevant entities, including public authorities, pursuant to legal provisions.
5. Providing your personal data is a statutory requirement and is necessary to consider the case.
6. Unless specific provisions provide otherwise, you have the rights to control data processing, specified in Art. 15-19 GDPR, in particular the right to access your data and rectify, delete or limit processing (if Articles 17 and 18 of the GDPR apply).
7. Your data will not be processed in an automated manner that will influence decision-making that may produce legal effects or similarly significantly affect it. The data will not be subject to profiling.
8. You have the right to lodge a complaint with the supervisory authority at:   
     
   Prezes Urzędu Ochrony Danych Osobowych

ul. Stawki 2

00-193 Warsaw, Poland.

**Detailed information regarding the legal basis, purpose and period of personal data processing   
in relation to individual activities performed by the Polish Consul**

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|  | **LEGAL BASIS** | **PURPOSE** | **PERIOD OF TIME** |
| **Cases regarding lost documents and transfer of found documents** | Act of 25 June 2015 - Consular Law, Act of 6 August 2010 on ID cards | Reporting the loss or damage of an ID card and issuing a certificate of loss or damage to the ID card. Transfer of registration certificates and driving licenses to Poland. | 5 years |
| **Visa matters** | Act of 12 December 2013 on foreigners, Regulation (EC) No. 810/2009 of the European Parliament and of the Council of 13 July 2009 establishing the Community Code for Visas (Visa Code), Act of 14 July 2006 on entry to territory of the Republic of Poland, stay and departure from this territory of citizens of EU Member States and their family members, Act of June 25, 2015 - Consular Law | Issuing or refusing to issue a Schengen visa or a national visa, withdrawing or invalidating visas and deciding on an application for reconsideration of an application for a visa. | 1 year (counting from the date of issuing the decision) |
| **Translation matters** | Act of 25 June 2015 – Consular Law | Preparing the translation of documents, certifying the translation, issuing a multilingual standard form | 5 years |
| **Matters relating to consular assistance** | Act of 25 June 2015 - Consular Law and in connection with Art. 6 section 1 letter c and d and art. 9 section 2 letter c GDPR | Providing consular assistance | 5 years (except for personal data related to the return of accepted deposits or the return of lost items, which are processed indefinitely) |
| **Legal aid matters** | Act of 25 June 2015 – Consular Law | Delivery of documents, hearings, transfer of information to the competent authority, court or prosecutor in accordance with the application for legal aid | 5 years |
| **Matters relating to marital status and the Act on changing names and surnames** | Act of November 28, 2014 - Law on civil status records, Act of October 17, 2008 on changing name and surname and Act of June 25, 2015 - Consular law | Fulfillment of a request to take actions provided for in the relevant legal provisions | 50 years (marriage before the Consul of the Republic of Poland)  10 years (change of name and surname, recognition of paternity, births, deaths, marriages abroad, transcription of the civil status act in the Republic of Poland, other civil status matters) |
| **Notarial matters** | Act of February 14, 1991 - Notary Law, Act of June 25, 2015 - Consular Law | Fulfillment of an application to perform notarial activities provided for in the relevant provisions of law. | 10 years (data related to the issuance of a notarial deed)  2 years (other notarial activities) |
| **Matters relating to the issuance of a temporary travel document** | Decision of the Representatives of the Governments of the Member States, meeting within the Council of 25 June 1996 on the establishment of a temporary travel document, the Act of 12 December 2013 on foreigners and the Act of 25 June 2015 - Consular law | Issuing a temporary travel document or a Polish temporary travel document for a foreigner. | 10 years |
| **Matters relating to the Pole's Card** | Act of September 7, 2007 on the Pole's Card and Act of June 25, 2015 - Consular Law | Granting, refusing to grant, invalidating or extending the validity of the Pole's Card | 10 years  2 years in the event of reporting the loss, destruction or discovery of the Pole's Card |
| **School ID cards** | Act of 25 June 2015 – Consular Law | Issuance of a school ID card | 5 years |
| **Certificate issued pursuant to Art. 11aa section 4**  **Act of October 7, 1999 on the Polish language** | Act of October 7, 1999 on the Polish language. | Issuance of a Polish diaspora certificate. | 5 years |
| **Matters related to the legalization of documents and the extraction of documents from abroad** | Act of 25 June 2015 – Consular Law | Legalization of an official document drawn up or authenticated in the host country | 2 years |
| **Matters relating to local border traffic** | Regulation No 1931/2006 of the European Parliament and of the Council laying down rules on local border traffic  at the external land borders of the Member States and amending the provisions of the Schengen Convention and the Act of 25 June 2015 - Consular Law | Issuance, refusal to issue, invalidation of a permit to cross the border under local border traffic | 2 years |
| **Passport matters** | Act of January 27, 2022 on passport documents and Act of June 25, 2015 - Consular law | Issuance of a passport document, reporting of loss, destruction, refusal to issue, declaration of invalidity and invalidation of a passport document. | 60 years in the case of issuing a passport document, in other cases 10 years |
| **Repatriation matters** | Act of 7 September 2007 on repatriation and the Act of 25 June 2015 - Consular law | Recognition as a person of Polish origin, granting a repatriation visa, providing assistance to repatriates from the state budget | 25 years |
| **Inheritance matters** | Act of 25 June 2015 – Consular Law | Execution of inheritance rights vested in the State Treasury; | Indefinitely |
| **Matters relating to Polish citizenship** | Act of April 2, 2009 on Polish citizenship and Act of June 25, 2015 - Consular law | Fulfillment of an application for: granting Polish citizenship by the President of the Republic of Poland, consent by the President of the Republic of Poland to renounce Polish citizenship, restoration of Polish citizenship, confirmation of Polish citizenship, acceptance of a declaration of consent to acquire Polish citizenship, renunciation of Polish citizenship, recognition as a Polish citizen . | 20 years (in terms of confirming citizenship, acquiring, granting, restoring citizenship and losing citizenship  5 years (for other correspondence on civic matters) |
| **Matters relating to obtaining information** | Act of 25 June 2015 – Consular Law | Providing information | 2 years |
| **Matters relating to the issuance of certificates** | Act of 25 June 2015 – Consular Law | Issuing a certificate serving the legal interest of a party or an obligation arising from a legal provision. | 10 years, and in the case of issuing a certificate regarding the import or transport through the territory of the Republic of Poland of weapons and ammunition, transport of bodies, - exhumation 5 years. |
| **Matters related to providing support to Poles abroad** | Act of 25 June 2015 - Consular Law and pursuant to the provisions of Art. 6 section 1 letter d and art. 9 section 2 letter c GDPR | Protection of the interests of Polish citizens and Polish legal persons temporarily staying abroad, including reporting on emergency and crisis situations | 5 years |
| **National elections and referenda** | Act of 25 June 2015 - Consular Law and Act of 5 January 2011 - Electoral Code | Conducting voting in the elections for the President of the Republic of Poland, for the Sejm of the Republic of Poland and the Senate of the Republic of Poland, for the European Parliament and in the national referendum. | 5 years |
| **Matters relating to seaman's books and other maritime matters** | Act of 25 June 2015 - Consular Law, Act of 29 June 2020 Maritime Code,  Act of 18 August 2011 on maritime safety,  Act of 16 March 1995 on the prevention of sea pollution by ships,  Act of 5 August 2015 on maritime work | Issuing a seaman's book, issuing a temporary certificate of Polish affiliation of the ship, and a ship safety certificate | 10 years in matters relating to seaman's books, in other matters 5 years |
| **EPUAP** | Act of February 17, 2005 on computerization of the activities of entities carrying out public tasks | Confirmation of a trusted profile | 20 years |
| **Cases regarding applications for consent to serve in a foreign army, access to documents from the resources of the Institute of National Remembrance** | Act of 25 June 2015 – Consular Law | Submitting to the competent authority an application for consent to serve in a foreign army or a foreign military organization, forwarding to the Institute of National Remembrance a request for access to documents held in the resources of the Institute of National Remembrance | 10 years |