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 Embassy of the Republic of Poland in Bangkok, 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 Embassy of the Republic of Poland in Bangkok**

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 Embassy of the Republic of Poland in Bangkok, established at unit 605-607, Athenee Tower, 63 Wireless Road, Lumpini, Pathumwan, 10330 Bangkok, Thailand.

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 Article 17 (1) of the Ordonnance of the Council of Ministers of 4 April 2017 on the detailed method of managing tangible components of movable property of the State’s Treasury, pursuant to point (c) of Article 6 (1) of the GDPR, for the purpose of selling an Embassy’s car through a public tender.

4. The personal data will be processed until the cessation of the abovementioned purpose of processing.

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

6. The data may be made accessible to third persons: Ministry of the Foreign Affairs of Thailand and other Thailand’s authorities in order to fulfill requirements imposed by the Thai laws and regulations. The data will not be transferred to third countries or international organizations.

7. 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 have an access to your personal data and to make a correction in your personal data as well as to require to restrict access to your personal data, if it would be applicable.

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

9. 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)*