

**Rules for processing the personal data of users of reading rooms
at the Main Library of the Poznań University of Economics and Business**

Provision of personal data by the user of the Main Library's reading rooms is a prerequisite for using some of their collections and services. The provision of personal data is voluntary; the person is not obliged to provide them, but failure to do so prevents that person from using certain collections and services of the Library.

The Personal Data Collector is:

Poznań University of Economics and Business,
al. Niepodległości 10
61-875 Poznań
Phone: +48 61 856 90 00
NIP (Tax Identification Number): 777-00-05-497
REGON No.: 00000-1525

Data Protection Officer:

The **Data Protection Officer (DPO)** at the Poznań University of Economics and Business is dr. hab. inż. **Jacek Łuczak**, associate professor of the Poznań University of Economics and Business

DPO's Contact Details:

rodo@ue.poznan.pl,
room 1715, Collegium Altum

Purpose and legal basis of the processing of personal data:

Personal data shall be processed on the basis of:

- a) Art. 6 section 1 (c) of the Regulation of the European Parliament and of the 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 (General Data Protection Regulation), hereinafter referred to as the GDPR, of 27 April 2016 in order to fulfil the legal obligation incumbent on the Controller, resulting from Art. 4 section 1 point 1 of the Libraries Law Act of 27 June 1997;
- b) Art. 6 section 1 (f) of the GDPR as it is necessary to fulfil the legitimate interest of the Controller, consisting in the protection of the library collections and ensuring IT security.

Data storage period and categories of recipients of personal data:

Personal data shall be stored for the duration of archiving documentation concerning the use of the Library's collections and shall be deleted after its completion.

The data shall be processed by employees of the Poznań University of Economics and Business and/or by persons employed by the Poznań University of Economics and Business under civil contracts, on the basis of authorisations granted by the Controller to process personal data.

Access to personal data and the right to rectify and delete them. Withdrawal of consent to the processing of data:

The User has the right to demand access to his or her personal data from the Data Controller, and to rectify them, delete them or limit their processing. He or she also has the right to object to the processing of personal data. The User has the right to receive his or her own personal data which he or she has provided to the Controller, in a structured, commonly used machine-readable format, and has he or she has the right to provide these data to another controller without any interference from the Controller.

Automated decision-making, including profiling:

Automated decision-making, including profiling, does not occur in relation to the personal data of the Library's users.

The right to submit a complaint to the Supervisory Body:

You have the right to file a complaint with the Supervisory Authority: the President of the Office for Personal Data Protection, ul. Stawki 2, 00-193 Warsaw.