



PREZYDENT MIASTA STOŁECZNEGO WARSZAWY

pl. Bankowy 3/5, 00-950 Warszawa

www.um.warszawa.pl

NOTICE ON PERSONAL DATA PROCESSING (BASED ON APPLICABLE LAW AND CONSENT)

Your personal data will be processed by us to handle your matters at the Warsaw City Office. The data might be processed automatically but will not be used for data profiling.

Who manages your data

- The Controller of your personal data to be processed by the Warsaw City Office is the **Mayor of Warsaw with their office in Warsaw (00-950), Pl. Bankowy 3/5.**
- If you have any questions concerning the methods and extent of your personal data processing by the Warsaw City Office, or your rights, you may contact the Data Protection Officer in the Warsaw City Office by writing to iod@um.warszawa.pl

Why your data needs to be processed

- This is required under a specific law, i.e. **the Driver Act of 5 January 2011** or is required for the performance of a task carried out in the public interest or in the exercise of official authority, and to some extent is based on your consent.
- Your personal data is processed to **issue documents confirming your driving licence and keep relevant records**, and for the purposes related to your consent.
- You are required to provide your personal data to the extent your data is processed based on applicable law. If you don't do that, we will not be able to handle your matter.¹ Other than that, you are free to choose whether you want to provide your data.

How long your data will be stored

- Your personal data will be stored for the time required by law, i.e. **for the time necessary to achieve the above-mentioned goals**, and in relation to your data processed on the basis of your consent, until you revoke your consent or the goal specified for that consent is achieved. After that time, your records will be archived.

Who can access your data Your personal data might

be provided to

- a) parties hired by the Controller for personal data processing, and in particular
 - parties who provide the Warsaw City Office with IT or postal services
 - **Polska Wytwórnia Papierów Wartościowych S.A**
- b) *public bodies or other parties which the Controller may legally provide with access to your personal data*

¹ Unless some specific legislation provides otherwise.

What are your rights in relation to the processing of your personal data

- You have the right to
 1. access your personal data, including the right to be provided with copies of such data
 2. request that your personal data be rectified (corrected)
 3. have your personal data erased (known as the right to be forgotten) in cases where
 - your personal data is no longer necessary for the purposes for which the data were collected or otherwise processed
 - there is no legal basis for the processing of your personal data
 - you have objected against such processing, and there is no overriding legal justification for such processing
 - your personal data have been processed unlawfully,
 - your personal data have to be erased for compliance with a legal obligation
 4. request that the processing of your personal data be limited
 5. to object to the processing of your data – provided that all of the following conditions are met
 - there are reasons specific to your extraordinary circumstances
 - data are processed to complete a specific task carried out in the public interest or in the exercise of official authority by the Controller, except for situations in which the Controller is able to demonstrate compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject or for the establishment, exercise or defence of legal claims
 6. make a complaint to the President of the Personal Data Protection Office (PUODO)², should you discover that the Warsaw City Office has unlawfully processed your personal data
 7. revoke your consent at any time - for the data processed on the basis of your consent
 8. data portability - for the data processed on the basis of your consent if such processing is automated