

**Annex on the day.....to the Agreement No .....**

Concluded between Public Libraries in the Ochota District, Warsaw represented by:

.....

(name and surname of the authorised Library employee)

and Mr / Ms.....

(name and surname)

full name of the institution .....

.....

hereafter referred to as the User. .

**§ 1.**

1. Parties agree that due to .....

the existing Agreement Number is changed to .....

**§ 2.**

The User declares that the institution's data has changed, as follows:

1. The institution's name..... is changed

to: .....

2. New address .....

3. New e-mail address.....

4. New telephone number .....

**§ 3.**

The User declares that the institution:

1. Withdraws authorisation to use library account:

.....

(the authorised person's name, surname, and business position )

2. Authorises to use library account:

Mr / Ms .....

(the authorised person's name, surname, and business position)

with the following restrictions:

.....

(type of materials, number of vol., items)

3. Withdraws agreement to the processing of:

e-mail address in order to:

- notify dates of return of library materials, notify collection of ordered materials and conduct correspondence of a similar nature, notify significant changes in the Library's operations and in order to pursue potential claims
- provide information about Library activities

my telephone number in order for:

possible contact regarding library materials or in order to pursue potential claims

(Select the correct one.)

**§ 4.**

Pursuant to Article 6. section 1. lit. a general regulation on the protection of personal data of 27 April 2016, the User agrees to the processing of:

e-mail address in order to:

notify dates of return of library materials, notify collection of ordered materials and conduct correspondence of a similar nature, notify significant changes in the Library's operations and in order to pursue potential claims

provide information about Library activities

my telephone number in order for:

possible contact regarding library materials or in order to pursue potential claims

(Applies to persons who have provided their telephone number and / or email address in the contract. Select the correct one.)

**§ 5.**

I declare that I have read Annex No. 13 to the Regulations regarding the protection of personal data.

**§ 6.**

1. The Agreement was drawn up in two identical copies, one for each party
2. Other terms of the Agreement remain unchanged.

.....

The Library

(date and librarian's signature)

.....

The User

(date and User's signature)