



Personal data protection

Administrator of personal data

The administrator of personal data is the Ochota District Public Library, Warsaw (headquarters: ul. Grójecka 77, 02-094 Warsaw) represented by the Library Director Dorota Górniak. The library processes personal data in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals 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).

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The Data Protection Supervisor

Contact Data Protection Supervisor:

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Purpose of data processing and legal basis

1. Data identifying the Reader, and concerning the use of the Library by the Reader, are processed in connection with the performance of tasks in the public interest ¹ for the following purposes:
 - 1) providing access to and lending library materials,
 - 2) documenting activities and information, which also includes processing for archival purposes in the public interest.
2. The data determining the socio- professional status of the Reader is processed in connection with the legal obligations to compile statistics on Library use.
3. Data regarding the Reader's obligations towards the Library are processed in connection with the legal obligations incumbent on the Library² in order to pursue any legal claims.
4. Data concerning the use of the Internet or the Library's Wi-Fi network (if the Reader uses these services), including data identifying the Reader's computer, is processed in connection with the Library's legal obligations³ in order to ensure the security of the Library's network and information systems.
5. The Reader's e-mail address may be processed with consent for the following purposes:
 - 1) 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, conduct correspondence in the pursuit of claims,
 - 2) to provide information about the Library's activities,
6. The Reader's telephone number may be processed with consent to:

¹ Act of 27 June 1997 on libraries, Journal of Laws 1997, No. of 2019, item 1479. These are the tasks referred to in the Libraries' Act.

² The Act of 27 August 2009 on public finances, Journal Of Laws 2021, item 305. These are the obligations referred to in the public Finance Act.

³ These are the obligations referred to in the Act on the computerisation of the activities of entities performing public tasks.



- 1) be contacted about library materials and to pursue possible claims.
7. The image recorded by the monitoring of the Library is processed on the basis of the legitimate interest of the Library. Monitoring is used to protect property. Monitoring at 77 Grójecka St. covers the library 'Wrzutnia' and its immediate surroundings, and at 42 Grójecka St. it covers 'Książkomat' and its nearest surroundings.

Recipients of data

An entity maintaining a library system on its servers and other entities entrusted with the processing of data, with the proviso that such entities do not acquire the rights to independently decide on the processing of such data, but only execute the instructions of the Library.

Period of data storage

1. Readers' data processed for the purpose of making available and lending library materials, communicating with the Reader and compiling statistics - are processed for no longer than 3 years from the end of the year in which the Reader last used the Library's services, provided that he or she has paid all liabilities.
2. If the Reader has unpaid collection retention fees or other debts to the Library, his/her data is processed until the proceedings related to the claim are completed.
3. Data processed with consent will be processed until that consent is withdrawn.
4. Data processed for the purpose of documenting and relating the activities conducted - no more than 5 years from the date of the documented event, unless the data is processed for archival purposes in the public interest.
5. Data processed to ensure the security of the Library's network and information systems - no more than 2 years from the date of registration.
6. Video surveillance records will be kept for 7 days.

Your rights

The person, the data subject, has the right to request access to data, rectification, deletion or limitation of processing, the right to object to the processing and data transfer.

The permissibility of exercising particular rights depends on the legal basis of the specific processing.

Consent may be withdrawn at any time, without affecting the lawfulness of the processing carried out before the withdrawal.

The person, the data subject, has the right to lodge a complaint with the President of the Office for the Protection of Personal Data.

Information about the requirement to provide data voluntarily and the consequences of not submitting data

Refusal to provide data that is mandatory to conclude the contract will result in refusal of enrollment in the Library. Providing personal data that is processed with consent is voluntary. Failure to provide such data results in the inability to use additional services, but does not affect the possibility of registering with the Library and borrowing collections.