

INFORMATION OBLIGATION OF THE SZCZECIN MUNICIPALITY WITH REGARD TO THE SCANDINAVIAN HOUSE PROJECT - THE CITY HALL OF SZCZECIN

When you attend events, meetings, workshops and conferences at the Scandinavian House, you provide us with your personal data. We only use it for the purposes that follow from legal regulations, an agreement concluded with you or your consent.

We may also obtain personal data from third parties or other public authorities. We collect only the data necessary for you to be able to participate in events, meetings, workshops and conferences carried out under the Scandinavian House project. The time of their processing is regulated by the relevant legislation.

We will inform you of any situation that might violate your rights or freedoms. We will deal with it promptly, draw conclusions and improve the way we handle the data in order to protect them even better. If you consider these measures to be insufficient, you may also lodge a complaint with the President of the Personal Data Protection Office if you think that the processing of personal data referring to you violates the GDPR.

Data Controller	<p>The controller of your personal data is the Szczecin Municipality – City Hall of Szczecin based in Szczecin pl. Armii Krajowej 1, 70-456 Szczecin. The Office's helpline: 91 424 50 00</p> <p>The Scandinavian House project is carried out at: ul. Monte Cassino 6, 70-464 Szczecin tel. +48 573 529 105</p>
Data Protection Officer	<p>The controller appointed a Data Protection Officer (DPO), Ms Monika Lau. If you have questions concerning the manner and scope of processing of your personal data within the activities of the Town Hall of Szczecin, as well as your rights, you can contact the DPO by phone: 914245702 or by email: iod@um.szczecin.pl.</p> <p>The competence of the DPO does not include participation in the handling of other matters. For information not relating to the processing of personal data, please contact the Department/Office in charge of your case (usually indicated in the name of the sender of the letter you received or in the footer of the email).</p>
Data source	<p>Personal data is obtained from customers, third parties and other public bodies, depending on the tasks performed.</p>
Purpose of data / categories of personal data concerned	<p>We will process your personal data in order to fulfil our own and commissioned public tasks on the basis of Article 6(1) of the FDPR in the scope of building and strengthening business relations, sending newsletters with news or invitations to events, replying to enquiries sent via the form, organisation and promotion of events, in contacts with the media and promoting the activities of the Scandinavian House in the media.</p> <p>The City Hall of Szczecin processes personal data covered by a legal obligation to provide them or providing personal data is voluntary depending on the purpose and legal basis of the processing. However, a failure to provide data to the extent required by the controller may result in the inability to provide the service. In the case of processing on the basis of Article 6(1)(f) GDPR - the controller's legitimate interest may consist, in particular, in ensuring the security of services offered or made available through the controller's networks and systems.</p> <p>Your personal data will be processed by the Controller for the following purposes:</p> <p>a) to conclude and execute all agreements, including in particular agreements for the provision of IT services, i.e. website creation, technical support and maintenance, public relations and information, promotion & marketing services, so-called project agreements and all other agreements concluded by the Controller in connection with the implementation of the Scandinavian House project, including with business partners, as well as in order to take any action at the request of data subjects prior to concluding an agreement (legal basis: Article 6(1)(b) GDPR). The provision of personal data for the above purpose is necessary for the conclusion and performance of the contract, or to take necessary actions and activities prior to the conclusion of the contract. The obligation to provide personal data in a specified scope also results from the applicable provisions of law or is a requirement resulting from the rules specified for a given project.</p> <p>b) to organise training courses, workshops, conferences, events, business meetings, mentoring lectures, consultations; to send invitations, information about organised training courses, conferences, events and business meetings, to prepare necessary documentation, lists of participants (legal basis: Article 6(1)(a) and (b) GDPR);</p> <p>c) to fulfil legal obligations of the Controller in connection with the concluded and performed contracts and in connection with the implementation of the Scandinavian House project;</p>

	<p>d) to perform marketing activities, including gaining and retaining customers, business partners, offering cooperation in the field of organising training courses, workshops, meetings, conferences, offering services provided by the Controller or entities cooperating with the Controller in servicing transactions/contracts in accordance with the principles in force which constitutes the Controller's legitimate interest or is carried out on the basis of a granted consent (legal basis: Article 6(1)(f) and (a) GDPR);</p> <p>e) to create statistics, business analyses and to conduct reporting which constitutes the Controller's legitimate interest (legal basis: Article 6(1)(f) GDPR); f) to secure and protect the Controller's property, to ensure the safety of persons using the Controller's premises, to prevent the commission of crimes or the disclosure of crimes committed through the use of CCTV which constitutes the Controller's legitimate interest (legal basis: Article 6(1)(f) GDPR).</p>
Data storage period	We will store your personal data until settling the matter for which it was collected and in accordance with the provisions of the Office Instructions.
Data recipients	These may be entities authorised by law or entities with which we enter into data disclosure agreements.
Your rights	<p>1) the right to access personal data - Article 15 GDPR;</p> <p>2) right to rectification of data - Article 16 GDPR;</p> <p>3) right to erasure of data - Article 17 GDPR;</p> <p>4) right to restrict processing - Article 18 GDPR;</p> <p>5) right to data portability - Article 20 GDPR;</p> <p>6) right to object to the processing - Article 21 GDPR;</p> <p>7) the right to withdraw consent if the processing is based on Article 6(1)(a) or Article 9(2)(a) GDPR.</p> <p>2 (a) GDPR.</p>
Consent to the processing of data	In the case when the processing of personal data is based on your consent to the processing of personal data, you have the right to withdraw that consent at any time. The withdrawal of the consent shall not affect the compliance of the processing carried out on the basis of consent before its withdrawal. Where the processing of personal data takes place on the basis of your consent, the disclosure of personal data by you to the Controller is voluntary, but necessary in order to settle the matter.
Data transferring/profiling	Personal data may be transferred to a third country/international organisation. Personal data may be subject to automated processing and will not be profiled.