**INFORMATION**

**ABOUT THE PROCESSING OF YOUR PERSONAL DATA**

In accordance with Article 14 of Regulation (EU) 2016/679 of the European Parliament and of the Council 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: GDPR, Caritas Polska informs you that:

**I. Personal data controller**

Caritas Polska with its seat in Warsaw at 55 Okopowa Street, 01-043, is the controller of your personal data, e-mail address: caritaspolska@caritas.pl.

**II. Data Protection Officer**

The Administrator has appointed a Data Protection Officer whom you can contact in writing at the address: Caritas Polska, ul. Okopowa 55, 01-043 in Warsaw or electronically at iodo@caritas.org.pl

**III. Source of data**

Your personal data was obtained by the Administrator from ……………………… in connection with the implementation of the agreement concluded between Caritas Poland and ………………………….

**IV. Purposes of processing and grounds for processing**

Your personal data will be processed in order to ensure proper implementation of the agreement concluded between Caritas Poland and ……………………………….., to maintain documentation of cooperation that is the obligation of Caritas Poland and possible establishment or investigation of claims or defense against claims. The basis for processing your personal data is the agreement concluded between Caritas Poland and ……………………………………………..based on legally justified interest of the Administrator based on art. 6 sec. 1 lit. f) GDPR and necessity to fulfill a legal obligation incumbent on the Administrator based on art. 6 sec. 1 lit. c) GDPR.

**V. Categories of your data processed by us**

We will process your personal data in the form of first name, last name, email address, telephone number, place of work (full name of employer and address) and job position/role, if any.

**VI. Recipients of data**

Your data may be shared/transmitted to the following recipients:

1) Administrator personnel;

2) entities/persons participating or acting on our behalf on the basis of an entrustment agreement;

3) public authorities or entities entitled to obtain data on the basis of applicable law, e.g. courts, law enforcement agencies or state institutions, when they make a request, based on an appropriate legal basis;

4) entities providing Caritas Polska with hosting and IT services;

5) entities cooperating with Caritas Polska in order to implement the agreement concluded between Caritas Polska and ………………………………………………………..;

At the same time your data may be transferred to external law firms serving Administrator.

**VII. Transfer of data to third countries or international organizations**

Caritas Polska will not transfer your personal data to third countries or international organizations.

**VIII. Period for which your personal data will be stored**

Your data will be stored until the expiry of the periods set out in generally applicable law or the statute of limitations for any claims against the Administrator.

**IX. Information about your rights**

You have, depending on the basis of processing:

1) the right to request from the Administrator access to your personal data and to receive a copy thereof;

2) The right to rectify (amend) your personal data;

3) The right to erasure of your personal data;

4) The right to restrict the processing of your personal data;

5) the right to object (on grounds related to your particular situation) to the processing of your personal data, if the only basis for the processing is the legitimate interest of the Administrator;

6) right to lodge a complaint to the supervisory authority in the form of the President of the Office for Personal Data Protection

**X. Information on automated decision-making**

Caritas Polska informs you that it will not profile your personal data and will not make automated decisions (without human involvement).